

**ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT**

UNCLASSIFIED

Paris, 07-Apr-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 06-Apr-1998

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OFFICE CIRCULAR

HEAD OF FISHERIES DIVISION (GRADE A5), DIRECTORATE FOR FOOD, AGRICULTURE AND FISHERIES

Closing date for applications: 5 May 1998

**The OECD is an equal opportunity employer
and encourages applications from female candidates**

Role

Under the authority of the Director and the Deputy Director, the main responsibility of the post-holder will be the overall management of the activities and staff of the Division.

Main Duties

1. Direct the activities of the Fisheries Division and, in this framework, design, develop and ensure the timely and effective implementation of the programme of work of the Committee for Fisheries.
2. Supervise and participate in the drafting of policy-oriented and technical documents and reports, especially on monitoring fisheries policies in Member countries and countries with observer status and on all aspects covering sustainable/responsible fisheries.
3. Organise, plan and oversee meetings of the Committee for Fisheries and be responsible for the preparation and presentation of papers to the Committee and, when appropriate, ad hoc working groups and workshops.

4. Manage the Division, including in particular supervising, motivating and contributing to the professional development of the staff in the Division. Undertake general management tasks, including recruitment (interviewing and assessing candidates for professional posts).
5. Liaise on subjects related to the work of the Division with various other parts of the Organisation. Establish and maintain close contacts with Member countries and other international organisations and academic and research institutions.
6. Contribute to the development and orientation of the Directorate's overall programme of work and the management of the Directorate, in particular with regard to matters related to staff management.
7. Represent the Directorate at OECD meetings, external conferences and informal exchanges with Member countries.

Principal Qualifications and Core Competences

1. Advanced university degree in economics, natural resources or related fields.
2. A least ten years' experience, preferably in a policy context dealing with the economic and management aspects of fisheries issues.
3. Very good knowledge of the fisheries issues of Member countries and global issues.
4. Proven ability to organise and direct a variety of different activities simultaneously; to supervise and provide leadership to a multinational team of professional and support staff and to co-operate with other senior management staff.
5. Strong organisational, analytical and communication abilities. Very good interpersonal skills.
6. Excellent knowledge of one of the two official languages of the Organisation (English and French), including the ability to draft clearly and concisely in that language; very good knowledge of the other. Knowledge of other languages would be an advantage.

**OECD, Human Resource Management
2 rue André Pascal, 75775 Paris Cédex 16**

E-mail: personnel.contact@oecd.org

<http://www.oecd.org/hrm>

GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be less than 65 years old at the time of appointment.

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: A fixed-term appointment (usually for two or three years, with the possibility of renewal) will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competences mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for a post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

November 1997