

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

UNCLASSIFIED

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HUMAN RESOURCE MANAGEMENT

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PRINCIPAL ADMINISTRATOR (GRADE A4) IN THE SOCIAL POLICIES DIVISION, DIRECTORATE FOR EDUCATION, EMPLOYMENT, LABOUR AND SOCIAL AFFAIRS

Closing date for applications: 13 May 1998

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

Role

Under the general supervision of the Head of Division, the main responsibilities of the post-holder will be to analyse trends in social policy developments in OECD countries and to service the Employment, Labour and Social Affairs (ELSA) Committee and its sub-groups.

Main Duties

1. Develop, design and carry out research and prepare analytical papers on international and national social policy issues, such as reform of pension systems, family policy, social assistance arrangements, and trends in inequality between households.
2. Service the ELSA Committee and its sub-groups, especially the Working Party on Social Policy, and co-operate in activities of other Directorates in the Organisation involving social policy issues. This involves, inter alia, developing work programmes and agendas in consultation with national authorities, other international organisations and with other Directorates; guiding the preparation of documents by national authorities and experts; initiating, managing and co-

ordinating practical arrangements, including preparation, translation and distribution of documents, press relations, etc.

3. Identify and select appropriate consultants for specific tasks required for the programme and supervise their work; co-ordinate and oversee the work of administrators (grade A2/A3) and statistical assistants (B4 and B5) for the general work programme.
4. Develop and maintain effective working relationships with senior officials in Member and non-member administrations, in other international organisations and with Delegations, as well as with academics working on social policy issues, with a view to ensuring that the work of the ELSA committee and its sub-groups responds fully to participants' policy requirements and is conducted in an efficient and effective manner.
5. Make presentations at international conferences and seminars on the work in question.

Principal Qualifications and Core Competences

1. Advanced university degree in economics or a related discipline, preferably with a specialisation in social policy.
 2. Thorough experience of applied research and analysis in the areas of work covered by the Division, acquired in a national administration, international organisation, university or research centre. Very good knowledge of quantitative and theoretical research methods.
 3. Ability to propose and develop research topics, lead discussions in expert groups, co-ordinate multidisciplinary activities, select and supervise consultants, and supervise professional and support staff.
 4. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft well in that language; working knowledge of the other.
- N.B. The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.

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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