

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

UNCLASSIFIED

Paris, 28-Apr-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 28-Apr-1998

HRM/VAC(98)29

**Telephone : 01 45 24 14 44
Telefax : 01 45 24 79 11**

OFFICE CIRCULAR

**HEAD OF THE ECONOMIC ANALYSIS AND
DEVELOPMENT POLICY DIALOGUE DIVISION (GRADE A5),
DEVELOPMENT CENTRE.**

Closing date for applications: 16 June 1998

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

Role

Under the supervision of the President of the Development Centre and the Director for Co-ordination, the main responsibilities of the post-holder will be to supervise and co-ordinate research and dialogue activities in the areas of macro-economic, financial and structural adjustment policies in developing countries, more particularly in Africa, as well as on the political and institutional context necessary for the implementation and effectiveness of these policies. Emphasis will be placed on poverty alleviation, notably within the framework of the Centre's research on Emerging Africa, corruption and good governance.

Main Duties

1. Supervise and co-ordinate a team of researchers, consultants and research assistants working in the above-mentioned areas. Control the scientific quality and policy pertinence of the research conducted. Elaborate the main orientations of the Development Centre's programme relating to national development policy recommendations. The post-holder will also contribute to the programme by carrying out synthesis work based on sectoral studies, and by drafting related reports and articles.

2. Undertake or contribute to other tasks relating to the Centre's activities and/or to the horizontal work of the Organisation, in collaboration with the President, the Director for Co-ordination and the other Heads of Division. Participate in the formulation of policy recommendations and present conclusions to relevant Committees.
3. Implement a dialogue with high-level decision makers in developing countries and in Member countries, and through such dialogue communicate pertinent policy recommendations resulting from the Centre's analyses and studies. Represent the Centre and the OECD at international conferences.

Principal Qualifications and Core Competences

1. Advanced university degree in economics, with a double specialisation in development economics and international economics relations. Wide analytical experience and very good knowledge of quantitative modelisation methodologies and other techniques applying to non-member economies.
2. Fifteen years experience in conducting research oriented towards policy recommendations as evidenced by a large number of articles in specialised internationally-recognised journals, and high-level publications or scientific reports.
3. Expertise in the economic policies of developing countries, combining field experience, notably in Africa, and work in national and/or international institutions.
4. Proven aptitude to conduct dialogue activities in complex and sensitive political situations. Experience of planning and leading the discussions at meetings bringing together political personalities and experts from different horizons.
5. Strong managerial and organisational skills, excellent interpersonal communication and networking ability and a proven to motivate a multicultural team of researchers working on a variety of subjects requiring different approaches. Proven ability to co-ordinate and conduct research and associated activities within strict budgetary limits.
6. Excellent knowledge of one of the official languages of the Organisation (English and French) and ability to draft well in that language; very good knowledge of the other language.

**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