

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

UNCLASSIFIED

Paris, 05-May-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 05-May-1998

HRM/VAC(98)34

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

**HEAD OF THE PEER REVIEW AND POLICY
MONITORING DIVISION, (GRADE A5),
DEVELOPMENT CO-OPERATION DIRECTORATE.**

Closing date for applications: 2 juin 1998

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

Role

The Development Co-operation Directorate is responsible for the Organisation's corework in the broad policy field, as well as participation in inter disciplinary work. The Directorate provides the secretariat for the Development Assistance Committee (DAC) which brings together senior officials from bilateral agencies that in 1996 collectively provided some \$50 billion in official development finance. The DAC's mission is to foster effective, co-ordinated and adequately financed support for sustainable development.¹

¹ The OECD's strategic vision of development co-operation is set out in "Shaping the 21st Century: The Contribution of Development Co-operation" and "Development Partnerships in the New Global Context". Together, these provide a blueprint for development co-operation in partnership with developing countries, civil society and multilateral development institutions.

Main Responsibilities

Under the supervision of the Director and Deputy Director, the main responsibilities of the post-holder will be to plan, co-ordinate, resource and provide intellectual direction to the key programme of DAC peer reviews of Members' programmes, and the related continuing monitoring functions. The incumbent serves as a member of the Directorate's senior management team, working flexibly with colleagues from other Divisions (and representatives of Member countries) to help achieve Directorate-wide programme goals.

1. Plan and direct the Division's programme of work involving regular reviews of the development co-operation policies and programmes of DAC Members (the "Country Aid Reviews"). In particular supervise the preparation of the individual country examinations, missions to capitals and field visits to recipient countries.
2. Participate in the comparative analysis by the Directorate of particular sectoral or functional aspects of DAC Members' aid programmes and approaches and other relevant policies. To this end organise collaboration with other Divisions of the Directorate in carrying out relevant studies, as required.
3. Establish and maintain close contact with senior officials in national administrations, aid agencies, and other appropriate organisations.
4. Supervise work on aid programmes of non-DAC donors.

Principal Qualifications and Core Competences

1. Advanced university degree in economics or related discipline and extensive experience in applied work on the economics of development.
2. Proven ability to design, structure, supervise, and carry out analyses of development co-operation programmes through high-level and technical interviews and analysis, and field and other visits.
3. Ability to plan, prioritise, and ensure implementation of the Division's programme of work and to monitor and maintain performance.
4. Proven experience in building and managing teams and in guiding and motivating staff. Demonstrated ability and willingness to work effectively in a range of cultural and political contexts and to make innovative contributions to the development and implementation of the Directorate's management strategy.
5. Capacity to quickly absorb and assess extensive information flows relating to the institutions, programmes, and policies of aid agencies. Experience in the field of aid policy, preferably in both analytical and managerial roles. Field experience would be a definite asset.
6. Strong communication and interpersonal skills, in particular the ability to pursue and present the work of the Division with skill and judgement in dialogue with Member governments at senior levels and outside audiences.

7. Demonstrated ability to produce and supervise production of clear and concise drafts of technical and policy-oriented reports in English or French.
8. Excellent drafting and speaking ability in one of the official languages of the Organisation (English and French); working knowledge of the other.

**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