

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

UNCLASSIFIED

Paris, 05-May-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 04-May-1998

HRM/VAC(98)35

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

JUNIOR INTERNAL AUDITOR (GRADE B4), FINANCIAL CONTROL AND MANAGEMENT CONSULTANCY, GENERAL SECRETARIAT

Closing date for applications: 2 June 1998

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

Role

Under the overall direction of the Financial Controller, the main responsibilities of the post-holder will be to provide assistance in performing internal audit assignments.

Main Duties

1. The post-holder will:
 - collect pertinent data and information which are relevant to a specific audit assignment;
 - analyse, document and present data and information in the appropriate format; and
 - carry out financial verifications and interviews with staff,

in order to provide support with regard to the assessment of the strengths and weaknesses of internal controls, the effectiveness of resource utilisation, and the formulation of recommendations for their improvement.
2. In the context of the de-centralisation of budgetary responsibilities, undertake limited specific assignments with a progressive degree of autonomy.

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3. Contribute to drafting of written audit findings and recommendations.
4. During a transition period, contribute to *ex ante* verification and visa of expenditure, and assist in Secretariat work in relation to the Contracts and other related Committees.

Principal Qualifications and Core Competences

1. Good secondary level of education. Education at post-secondary level in the area of business/finance-related studies would be an advantage.
2. Some practical experience in financial analysis and accounting, in the private or public sector, including preferably some exposure to auditing techniques.
3. Good knowledge of electronic data processing and their applications to financial and administrative processes, and familiarity with Word and Excel.
4. Highly organised and methodical; ability to inter-act within a team with a degree of independence and initiative; aptitude to co-operate with staff at all levels; tact and discretion.
5. Excellent English, both oral and written; good knowledge of French 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