

**Paris, 12-May-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 12-May-1998**

**HRM/VAC(98)36**

**Telephone : 01 45 24 14 44**

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## **OFFICE CIRCULAR**

### **PRINCIPAL ADMINISTRATOR (GRADE A4), INTERNATIONAL MIGRATION UNIT, DIRECTORATE FOR EDUCATION, EMPLOYMENT, LABOUR AND SOCIAL AFFAIRS**

**Closing date for applications: 9 June 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 implement the Programme of Work for co-operation with non-member economies and international migration in accord with the decisions of the Committee on Co-operation with Non-Members, the Committee on Employment, Labour and Social Affairs, and the Working Party on Migration. In this respect, the post-holder will be responsible for instituting analytical, operational, and policy-focused programmes within the division and will be expected to actively participate in them.

#### **Main Duties**

1. Draft documents and prepare reports relevant to the Division's principal areas of activity. This will involve undertaking and supervising research pertaining to issues related to the labour market, labour policy, and international migration.
2. Monitor and analyse the evolution and development of labour market policy in non-member countries, supervise and participate in the enhancement of the database dedicated to these concerns.

3. Participate fully in other activities of the Division; particularly in those related to the integration of immigrants into the labour forces of receiving countries, to social policies implemented in non-member countries, and to the role of education in the policies of adaptation and transition towards a market economy.
4. Liaise with research and government institutions in OECD Member countries and in non-Member countries and with other international organisations. Co-operate with other parts of the Directorate and with other parts of the Organisation.
5. Supervise the work of A2/A3 grade administrators, consultants, and statistical assistants.

### **Principal Qualifications and Core Competences**

1. Advanced university degree in economics, with a specialisation in the field of labour market policy. Familiarity with applied public policy in transition economies would be an advantage.
  2. Extensive experience in applied economics, as well as demographic and statistical analysis in the areas of work covered by the Division.
  3. Extensive experience in the comparative analysis of governmental policy, acquired preferably within a government agency, international organisation, or a distinguished research centre.
  4. Excellent skills in writing reports focusing on the policy areas already described.
  5. Proven ability in supervising a multicultural team.
  6. Ability to establish and maintain professional contacts within and outside the Organisation.
  7. Good knowledge of relevant computer applications and of OECD administrative procedures.
  8. Excellent command of and ability for quick and concise drafting in one of the two official languages of the organisation (English and French) and very good 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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2 rue André Pascal, 75775 Paris Cédex 16**

**E-mail: [personnel.contact@oecd.org](mailto: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