

Paris, 12-May-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 12-May-1998

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OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), TRANSITION ECONOMIES DIVISION, STATISTICS DIRECTORATE

Closing date for applications: 9 June 1998

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

Role

Within the framework of the activities of the Centre for Co-operation with the Economies in Transition and under the supervision of the Head of Division, the main responsibility of the post-holder will be to manage programmes of technical assistance for countries in transition with a view to improving their statistical systems.

Main Duties

1. Manage a programme of technical assistance in statistics for several countries in transition (CITs). This involves frequent missions to such countries to:
 - instruct local staff in international statistical systems,
 - advise on methodologies to be used,
 - define a programme of co-operation in this area between OECD and the country(ies) concerned,
 - review the implementation of the co-operation programme.

2. Organise and participate in training seminars and workshops for the implementation of statistical systems and standards in CITs.
3. Develop handbooks and guidelines for use by staff in transition countries.
4. Develop new statistical publications covering statistics in CITs in areas of OECD's technical assistance programme.
5. Supervise one or several administrators and consultants.

Principal Qualifications and Core Competences

1. Advanced university degree in economics, economic statistics or related field.
 2. Extensive experience in economic statistics in an international or national statistical agency or in a research agency or university.
 3. Very good knowledge of economic statistics in the areas of national accounts, prices, purchasing power parities, leading indicators and business surveys; extensive knowledge of economic statistics generally.
 4. Very good communication and interpersonal skills; ability to establish effective and harmonious working relations with culturally diverse staff of CITs, with officials of international organisations and staff within the Organisation. Ability to organise meetings, to lead discussions and to foster consensus.
 5. Ability to work efficiently in a country in transition environment and under pressure.
 6. Experience with modern statistical information technology and ability to use office automation systems.
 7. Proven ability to motivate and supervise staff.
 8. Excellent knowledge of one of the two official languages of the Organisation (English and French) and proven ability to write clearly and concisely in that language; good knowledge of the other. Knowledge of one or more languages of the transition countries would be an advantage.
- 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.

**OECD, Human Resource Management
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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