

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

**UNCLASSIFIED**

**Paris, 19-May-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 19-May-1998**

**HRM/VAC(98)40**

**Telephone : 01 45 24 14 44**

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## **OFFICE CIRCULAR**

### **PRINCIPAL ADMINISTRATOR (GRADE A4), FINANCIAL AFFAIRS DIVISION, DIRECTORATE FOR FINANCIAL FISCAL AND ENTERPRISE AFFAIRS**

**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 Head of Division, the main responsibilities of the post-holder will be to service the Committee on Financial Market and to manage related projects.

#### **Main duties**

1. Draft analytical and policy-oriented papers for the Committee on Financial Markets and its working groups as well as articles for publication in Financial Markets Trends.
2. Provide conceptual and administrative support to the Committee on Financial Markets and its subsidiary bodies. Assist in preparation for the meetings of the Committee. Assume primary responsibility for one or more working groups of the Committee.
3. Assume ongoing responsibility for the formulation and management of projects on selected current and structural issues of interest to the Division. Co-operate with other parts of the Organisation on joint work involving financial market issues.

4. Maintain regular contacts with officials in Delegations and in capitals as well as with researchers and financial market practitioners. Represent the OECD Secretariat at conferences and seminars on financial issues.
5. Oversee and co-ordinate the work of administrators, support staff and consultants as required. In general, to assume senior level tasks in support of the overall work of the Division.

**Principal Qualifications and Core Competencies**

1. Advanced university degree in economics or finance.
  2. Extensive experience in the field of economic and financial policies, preferably obtained in a central bank, finance ministry or international organisation.
  3. Excellent knowledge of financial theory and institutions. Ability to analyse financial systems in a comparative international framework. Capacity to frame issues in a way that is relevant for policy-oriented officials.
  4. Very good communication and interpersonal skills; ability to establish effective and harmonious working relations with Delegations' and capitals' representatives as well as staff within the Organisation.
  5. Excellent knowledge of one of the two official languages of the Organisation (English and French) and demonstrated ability to draft in that language; good knowledge of the other.
- N.B. The post may be filled 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  
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