

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

UNCLASSIFIED

Paris, 19-May-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 19-May-1998

HRM/VAC(98)43

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

TWO OR MORE POSTS OF ADMINISTRATOR (GRADE A2/A3), ECONOMICS DEPARTMENT

Closing date for applications: 2 June 1998

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

Role

Under the supervision of a Head of Division and/or a Principal Administrator, the main responsibility of the post-holder will be to conduct economic analyses of, and draft documents about, policy issues arising in fields covered by the Division.

Main Duties

1. Carry out cross-country economic analyses of issues of current policy relevance for one or more Committees and/or their Working Parties served by the Department. The topics covered will vary through time according to the work programme defined by the Committee(s) served, and may include both structural and macroeconomic issues, in the short or medium term.
2. Provide input for and comment on work done elsewhere in the Department in the relevant areas. This may include contributing to assessments of structural policies for the Economic Surveys of Member countries.
3. Contribute to the semi-annual forecasting round of the Department. Participate in the development and maintenance of the analytical apparatus of the Department by identifying areas in which empirical work is necessary.

65689

4. Draft reports and articles summarising empirical knowledge, recent economic developments of policy issues, either for inclusion in the Department's documentation (Working Papers, the Economic Outlook, Economic Studies, Monographs) or for briefing senior officials. May produce press releases on specific subjects.
5. Maintain contacts with officials in national administrations, other international organisations and Member country delegations. Keep abreast of economic policy developments in Member countries, and developments in academic literature.
6. Carry out other related duties as assigned.

Principal Qualifications and Core Competences

1. Advanced university degree in economics.
 2. Very good knowledge of current micro- and macroeconomic theory and of the general techniques of econometrics and statistics. Familiarity with models and empirical techniques would be an advantage.
 3. Several years experience in applied economic research and policy analysis, especially in an international context.
 4. Ability to work in a multicultural team, and to supervise statistical assistants. Ability to work under pressure, and to meet strict deadlines.
 3. Excellent knowledge of one of the two official languages of the Organisation (English and French) including a high quality of drafting ability in that language, and a working knowledge of the other language. Knowledge of the other Member country languages 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
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