

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

**UNCLASSIFIED**

**Paris, 19-May-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 19-May-1998**

**HRM/VAC(98)44**

**Telephone : 01 45 24 14 44**

**Telefax : 01 45 24 79 11**

## **OFFICE CIRCULAR**

### **HEAD OF AGRICULTURAL AND TRADE MARKET DIVISION (GRADE A5), DIRECTORATE FOR FOOD, AGRICULTURE AND FISHERIES**

**Closing date for applications: 16 June 1998**

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

#### **Role**

Under the authority of the Director and the Deputy Director, the main responsibility of the post holder will be the overall management of the activities and staff of the Division. The Division is responsible for the maintenance and development of the OECD model of international commodity markets (AGLINK), conducts analytical work on the functioning of these markets and on the implications of agricultural and trade policies, and prepares the annual medium-term market outlook publication (The OECD Agricultural Outlook).

#### **Main Duties**

1. Direct the work of the Agricultural Trade and Markets Division, contribute to determining its activities and carry out the tasks assigned to it under the programme of work of the Organisation.
2. Direct the analysis undertaken by the Division and the drafting of reports and publications based upon this work.

3. Supervise the management of the Part II programme of Agricultural Codes and Schemes for International Trade, in close co-operation with the administrators in charge of this programme.
4. Liaise with agencies in Member countries, and other national and international organisations collaborating with the Secretariat in the preparation of the Agricultural Outlook, and in related empirical work. Represent the Organisation at international meetings, when necessary.
5. Be responsible for the functioning of the Groups involved in the work on commodities, contribute to the work of the relevant working parties and OECD committees.
6. Contribute to the development and orientation of the Directorate's overall programme of work and to the management of the Directorate, in particular with regard to matters related to staff management.
7. Manage the Division, including in particular, supervising, motivating and contributing to the professional development of the staff of the Division.
8. Liaise with other Divisions of the Directorate and other parts of the Organisation which work on subjects of direct interest to the activities of the Division.

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

1. Advanced university degree in economics or in agricultural economics.
2. At least ten years' experience acquired in a national or international institution dealing with international agricultural issues.
3. Very good knowledge of agricultural and trade policies of Member countries, and of issues relating to the international commodity markets.
4. Excellent knowledge of quantitative analytical methods, in particular concerning the maintenance, development and use of commodity models.
5. Demonstrated ability to produce and supervise production of clear and concise reports.
6. Strong communication and interpersonal skills, in particular the ability to pursue and present the work of the Division with skill and judgement in dialogue with Member governments at senior levels and outside audiences.
7. Proven experience in building and managing teams and in guiding and motivating staff. Demonstrated ability and willingness to work effectively in a range of cultural and political contexts and to make innovative contributions to the development and implementation of the Directorate's management strategy.
8. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft well in that language. A working knowledge of the other language.

**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