

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

**UNCLASSIFIED**

**Paris, 26-May-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 26-May-1998**

**HRM/VAC(98)45**

**Telephone : 01 45 24 14 44**

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## **OFFICE CIRCULAR**

**ADMINISTRATOR (GRADE A2/A3),  
STATE OF THE ENVIRONMENT DIVISION,  
ENVIRONMENT DIRECTORATE**

**Closing date for applications: 23 June 1998**

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

### **Role**

Under the supervision of the Head of Division and a Principal Administrator, the main responsibilities of the post-holder will be to analyse the environmental performance of individual countries and to prepare related reports and recommendations.

### **Main Duties**

1. Contribute to the preparation of reports concerning Member countries' environmental conditions, policies and performance.
2. Compile, analyse and synthesize statistics and information in support of country environmental reviews.
3. Work with other Environment Directorate components to guide and assist contributions from the specialised Divisions to the country review process. Maintain close contacts and good working relationships with technical and analytical staff in other parts of the OECD and International

Energy Agency, to help ensure compatibility and reinforcement of the range of country reviews being carried out within the Organisation.

4. Prepare review team missions in countries under review and maintain close contacts with representatives of these countries and Member countries at large.

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

1. Advanced university degree in a relevant scientific, economic or policy-related discipline.
  2. Professional experience in national government administrations or institutes and/or international organisations. This experience should include environmental policy analysis.
  3. Very good working knowledge of environmental issues and their relationships with economic and/or sectoral policies.
  4. Demonstrated experience in drafting and editing policy reviews and/or analytical reports.
  5. Ability to function effectively as member of a team and with minimum supervision.
  6. Excellent knowledge of one of the two official languages of the Organisation (English and French) and excellent drafting abilities in that language; 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.

**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