

Paris, 16-Jun-1998

HUMAN RESOURCE MANAGEMENT

OLIS: 15-Jun-1998

HRM/VAC(98)50

Telephone: 0145241444

Telefax: 0145247911

OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), COUNCIL AND EXECUTIVE COMMITTEE SECRETARIAT, GENERAL SECRETARIAT

Closing date for applications: 15 July 1998

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

Role

Under the supervision of the Head of the Council Secretariat, the main responsibility of the post-holder will be to contribute to the preparation of and follow-up to meetings of the Council and of its directly dependent bodies, and in the drafting of summary records and/or conclusions of these meetings.

Main Duties

1. Participate in the preparation, holding and follow-up of meetings of the Council, the Executive Committee, the Executive Committee in Special Session (ECSS), the Committee on Co-operation with Non-Members, and Heads of Delegation, as well as other meetings. The work includes in particular:
 - reviewing documents intended for submission to these meetings, drafting the cover-notes thereof when necessary and ensuring, inter alia, consistency with established procedures and precedents;
 - preparing briefs, draft statements, etc. for the chairs of these meetings;

- drafting, within the allotted time, the summary records and/or conclusions of these meetings.
- 2. Carry out certain other tasks as and when required, including preparation of summaries and reports on matters dealt with by the Council Secretariat, some translation work, and help with the preparation and running of meetings at Ministerial level or other high-level meetings, etc.
- 3. Liaise with members of Permanent Delegations and the Secretariat at all levels as required.

Principal Qualifications and Core Competences

1. University degree in international relations or political science or law, or another relevant discipline.
 2. Five years' experience either in a national administration or in an international organisation with particular emphasis on experience of committee work and minute writing. Familiarity with the OECD's structures and procedures would be an advantage.
 3. Excellent drafting ability; ability to analyse and summarise; meticulousness, good judgment and adaptability; ability to work well in a team, sometimes under considerable pressure.
 4. Perfect knowledge of French; very good knowledge of written and spoken English.
 5. Very good communication and interpersonal skills; ability to establish effective and harmonious working relations with officials of Permanent Delegations and staff within the Organisation.
- 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