

Paris, 23-Jun-1998

HUMAN RESOURCE MANAGEMENT

OLIS: 22-Jun-1998

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OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), PERFORMANCE AND MANAGEMENT OF RESOURCES, PUBLIC MANAGEMENT SERVICE

Closing date for applications: 21 July 1998

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

Role

The Public Management Service is responsible for the Organisation's core work in the field of public sector management, as well as participation in horizontal work. The Service provides the secretariat for the Public Management Committee (PUMA) which brings together senior officials from the central management agencies in Member countries. PUMA's mission is to provide information, analysis and assessment with the aim of improving the efficiency and effectiveness of government and its institutions within a democratic framework.

The Performance and Management of Resources Division is one of the three divisions within the Public Management Service. It services the following Working parties or networks:

- Senior Budget Officials;
- Performance Management;
- Human Resource Management and Pay.

Under the supervision of the Head of Division, the main responsibilities of the post-holder will be to plan, co-ordinate and provide intellectual direction to a programme for assessing the effects of public management reforms in Member countries.

Main Duties

1. Plan and manage that part of the Division's programme of work involving reviews of budgetary and management policies and systems in place in Member countries. In particular, conduct the preparation of the individual country examinations, missions to capitals and field visits to recipient countries.
2. Undertake comparative analysis by the Service of particular aspects of Member country public management systems to determine their effectiveness and estimate their economic and financial impact. To this end:
 - Manage multidisciplinary teams, established on a project-by-project basis;
 - Conduct quality analysis and review, and draft reports;
 - Identify, recruit and supervise the work of consultants as required; and
 - Organise appropriate collaboration with other Divisions of the Service and other Directorates in carrying out relevant studies as required.
3. Design and oversee quality assurance processes on the relevant projects.
4. Establish and maintain close contact with senior officials in national administrations and other appropriate organisations.
5. Contribute to the general servicing of the Public Management Committee and its associated bodies, the Senior Budget Officials, the Performance Management Network, Human Resource Management and Pay Networks.

Principal Qualifications and Core Competences

1. Advanced university degree in political science, economics, statistics or related discipline and/or extensive experience in applied work on public management issues.
2. Proven ability to design, structure, supervise, and carry out empirical analyses of change policies and practices through high-level and technical interviews, and field visits.
3. Ability to plan, prioritise, and ensure implementation of the relevant parts of the Division's programme of work and sustain performance.
4. Capacity to assess extensive information flows relating to institutions, programmes, and policies. Experience in the field of policy analysis across an international setting in both analytical and managerial roles would be an advantage.

5. Proven experience in managing teams and in guiding and motivating staff. Demonstrated ability to work effectively in a range of cultural and political contexts and to make innovative contributions to the Service's management strategy.
 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. Demonstrated ability to produce and supervise production of clear and concise drafts of technical and policy-oriented reports in either English and/or French.
 8. Excellent drafting and speaking ability in one of the official languages of the Organisation (English and French); working knowledge of the other 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.

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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