

**Paris, 23-Jun-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS: 22-Jun-1998**

**HRM/VAC(98)52**

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## **OFFICE CIRCULAR**

**ADMINISTRATOR (GRADE A2/A3),  
NATIONAL ACCOUNTS DIVISION, STATISTICS DIRECTORATE**

**Closing date for applications: 21 July 1998**

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

### **Role**

The post is located in the National Accounts Division of the Statistics Directorate. The Division publishes a wider range of macro-economic statistics on Member countries and undertakes methodological studies of these statistics. The holder of this post will work initially on statistics relating to the production of services and international trade in services but may also be required to work in other subject areas covered by the Division.

### **Main Duties**

1. Undertake methodological studies of the statistics on service activities available in OECD Member countries with a view to expanding the coverage of these statistics and improving their reliability and international comparability. This involves:
  - organisation of international meetings and workshops to discuss the implementation and development of standardised systems, methods or classification;

- preparation of papers for meetings organised by the OECD or other international and national organisations, reporting on current country practices and identifying practical ways to enhance international comparability;
  - liaison with counterparts in national statistical agencies and international organisations.
2. Manage the collection of statistics on services, the maintenance of a data base and the production of statistical publications. This involves:
- determination of the needs of users within the Secretariat and of policy makers in Member countries with regard to statistics on services;
  - liaison with Member countries and other international organisations to determine the most efficient collection procedures;
  - designing tables and graphs for the presentation of statistics.
3. Supervise statistical assistants in the maintenance and development of data bases and in the production of technical documents. To participate in their recruitment, development, training and performance appraisal.

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

1. Advanced university degree or equivalent qualifications in economics, statistics or related field.
  2. Experience in economic statistics in a national statistical agency, or other commercial or research institute involved in the production of statistics, or an international organisation.
  3. Expertise in one or more specific fields of economic statistics such as service activities, national accounts, prices, labour force, balance of payments, foreign trade.
  4. Practical experience with modern statistical information technology, especially for electronic data collection and verification, data management and the preparation of publications.
  5. Proven ability to manage a team, motivate and manage subordinate staff. Good communication and interpersonal skills and ability to work harmoniously with staff within and outside the organisation. Ability to organise meetings and lead discussions.
  6. Excellent knowledge and proven ability to write clearly and succinctly in one of the official languages (English or French) and good passive 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.

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<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