

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

UNCLASSIFIED

Paris, 30-Jun-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 30-Jun-1998

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OFFICE CIRCULAR

HEAD OF DIVISION (GRADE A5), PUBLIC ECONOMICS DIVISION, ECONOMICS DEPARTMENT

Closing date for applications: 11 August 1998

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

POSSIBLE VACANCY

Role

Under the supervision of the Director of the Policy Studies Branch, the holder of this post is responsible for organising and directing the staff and work of the Public Economics Division, following related work and co-ordinating with other parts of the Department and with other Directorates.

Main Duties

1. Analyse the main medium and long-term links between public finances and economic performance and the achievement of fundamental economic and social goals. Identify tax and expenditure reforms that are necessary or desirable in order to achieve these goals as efficiently as possible.
2. Monitor fiscal developments in OECD countries and ensure consistency of analysis of fiscal positions and their effects on (and interaction with) other economic variables.

3. Draw on this work to prepare documents for the Economic Policy Committee (EPC), its Working Party No. 1, and other relevant outlets, such as the Economic Outlook.

Principal Qualifications and Core Competences

1. Advanced university degree in economics, including both macro- and micro-economic theory and a minimum of ten years' experience in quantitative applied economic analysis.
2. Extensive knowledge of the application of economic reasoning to a wide range of policy questions. Experience of policy analysis, preferably at a responsible level, in a national administration or international organisation. Proven expertise in public economics.
3. Demonstrated ability or potential to manage effectively a multinational team of economists including in selecting, coaching, developing and appraising staff; providing regular, constructive performance feedback; creating an environment conducive to team work, innovation and open communication.
4. Strong communication and interpersonal skills and in particular the ability to pursue and present the work of the Division with skill and judgement in dialogue with committees and working parties, senior officials in member governments, members of national delegations and with outside audiences.
5. Excellent knowledge of one of the two official languages of the Organisation (English and French) and demonstrated ability to draft both technical and policy-oriented papers in that language. A working knowledge of the other language.

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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