

Paris, 30-Jun-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 01-Jul-1998

HRM/VAC(98)55

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OFFICE CIRCULAR

STATISTICAL ASSISTANT (GRADE B4), NON-MEMBERS ECONOMIES AND INTERNATIONAL MIGRATION DIVISION, DIRECTORATE FOR EDUCATION, EMPLOYMENT, LABOUR AND SOCIAL AFFAIRS

Closing date for applications: 28 July 1998

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

An external vacancy notice is being published simultaneously.

Role

In the framework of the activities of the Centre for Co-operation with Non-Members (CCNM), and under the general direction of the Head of the Non-Member Economies and International Migration Division, Directorate of Education, Employment, Labour and Social Affairs (DELSA), the post-holder will be required to:

Main Duties

1. Participate in the collection and analysis of labour market and social policy data from those non-member countries specified/identified in the framework of the programme of work DEELSA/CCNM.
2. Manage and update the existing database on labour markets in non-Member countries. Expand this database to other non-member countries as required, and progressively enlarge the field of analyses to social policy and education in liaison with other divisions of the Directorate. The post-holder may also be required, in the future, to work on the database on international migration.

3. Co-operate actively with the Statistics and Indicators Division of the Directorate and with the Statistics Directorate, as well as with national statistical institutions and administrations of participating countries to regularly obtain statistical data stored in the database. Carry out the necessary analysis with a view to improving their comparability and presentation. Update the information base on definitions and statistical sources.
4. Establish and maintain contacts with national statistical agencies and other international organisations working in the areas mentioned above.
5. Provide data and statistical analysis to support analytical work being carried out by the Directorate's administrators. Create tables and graphs for the Directorate's and the division's documents and publications, as well as for the Statistics Directorate.

Principal Qualifications and Core Competences

1. Good secondary level education. A post-secondary qualification with emphasis on statistics would be a distinct advantage, preferably involving a good knowledge of applied statistics and economics as well as of information technology.
 2. Sound knowledge and experience with commonly used database, graphical and statistical software and with programming techniques in these areas. Knowledge of common statistical concepts and methods as well as basic econometrics.
 3. Good communication and interpersonal skills and ability to work as part of a team. Ability to work under pressure and to produce results at short notice with minimum supervision.
 4. Ability to draft notes and reports on statistical questions.
 5. Excellent knowledge of one of the two official languages of the Organisation (English and French) and good knowledge of the other. Knowledge of one or more languages of central or eastern Europe would be an advantage.
- N.B. Applicants must have been successful in the OECD's test for Statistical Assistants. If you are interested in applying for this post but have not yet passed the test, you may apply to take it by contacting Mme Isabelle Verbois (ext. 8384) who will arrange for a test to be held before the closing date for applications for this vacancy. Applicants who have already sat and failed the current version of the test may only sit it again once a new version is available.

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