

**Paris, 07-Jul-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 06-Jul-1998**

**HRM/VAC(98)57**

**Telephone : 01 45 24 14 44**

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## **OFFICE CIRCULAR**

**PRINCIPAL ADMINISTRATOR (GRADE A4), SOCIAL POLICIES DIVISION,  
HEALTH POLICY UNIT, DIRECTORATE FOR EDUCATION,  
EMPLOYMENT, LABOUR AND SOCIAL AFFAIRS (ELS)**

**Closing date for applications: 4th August 1998**

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

### **Role**

Under the general supervision of the Head of the Social Policy Division, the main responsibilities of the post-holder will be to analyse trends in health policy developments in OECD countries, to manage, develop, and maintain the OECD Health Data information system and to service the Employment, Labour and Social Affairs (ELSA) Committee, its Working Party on Social Policy and Ad Hoc Groups convened under the authority of these bodies.

### **Main Duties**

1. Develop, design and carry out research and prepare analytical papers on health policy issues, such as reform of health-care systems, assessment of health-care system performance and intersectoral approaches to health and policy, including international policy developments.
2. Plan, and direct the regular updating of OECD Health Data, develop and maintain its accompanying statistical guidelines and meta-data system.
3. Co-operate in activities of other Directorates in the Organisation involving health policy issues.

4. Guide the preparation of documents by national authorities and experts.
5. Supervise the work of administrators and statistical assistants; identify and supervise the work of consultants on specific tasks required to carry out the work programme.
6. Develop and maintain working relationships with senior officials in Member and non-member administrations, in other international organisations, as well as with academics working on health policy issues, with a view to ensuring that the work of the ELSA Committee and its sub-groups responds fully to participants' policy requirements and is conducted in an efficient and effective manner.

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

1. Advanced university degree in economics, with a strong foundation in quantitative analysis and statistics; a specialisation in health economics would be desirable.
  2. Thorough experience of applied research and analysis in the area of health policy, acquired in a national administration, international organisation, university or research centre. Practical experience in monitoring and implementing health-care reforms in selected OECD countries would be an advantage.
  3. Demonstrated experience in the design and implementation of harmonised statistical standards of health and health-care statistics for international comparisons. Proven ability to develop comprehensive information systems for health policy.
  4. Ability to propose and develop research topics, lead discussions in expert groups, co-ordinate multidisciplinary activities, select and supervise consultants, and supervise professional and support staff.
  5. Very good communication and interpersonal skills.
  6. Excellent knowledge of one of the two official languages of the Organisation (English and French) and proven ability to draft well in that language, working 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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2 rue André Pascal, 75775 Paris Cédex 16**

**E-mail: [personnel.contact@oecd.org](mailto: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