

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

**UNCLASSIFIED**

**Paris, 07-Jul-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 06-Jul-1998**

**HRM/VAC(98)58**

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## **OFFICE CIRCULAR**

**ADMINISTRATOR (GRADE A2/A3), STATISTICAL INDICATORS DIVISION,  
DIRECTORATE FOR EDUCATION, EMPLOYMENT, LABOUR  
AND SOCIAL AFFAIRS (ELS)**

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

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

### **Role**

Under the supervision of the Head of Division and a Principal Administrator, the main responsibilities of the post-holder will be to manage, develop and improve the implementation of statistical systems, classifications and publications within the Directorate.

### **Main Duties**

1. Manage, develop and improve one or more statistical databases of the Statistics and Indicators Division. Areas covered include education, labour force, training, social expenditures, migration and demography. In the first instance the post-holder will be responsible for training and social expenditure statistics and will contribute to the division's work in the area of education statistics and indicators. The post-holder will organise and supervise the work of statistical assistants for this purpose.

2. Carry out, inter alia, the following tasks:
  - participate in the development of international statistical concepts and definitions and in the adaptation and adjustment of national data to these definitions;
  - select appropriate series for inclusion in databases and arrange for regular data collection and updating of the databases; maintain information on the definitions underlying the series;
  - maintain close contacts with the main users of these data within the Secretariat to ensure that the coverage, concepts and data availability meet their requirements; liaise with counterparts in national statistical institutes and international organisations.
3. Prepare studies designed to help users interpret the data correctly; identify and define appropriate statistics and indicators and arrange for publication of selected parts of the database in printed or electronic form; keep the publications under regular review and revise contents, presentation and explanatory material as necessary.
4. Participate, as required, in international expert meetings and workshops designed to develop new or improved statistical standards, classifications and systems; draft technical papers reporting on the countries' current practices and discussion reports for such meetings; represent the OECD at such meetings and prepare and give presentations of documents or reports.

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

1. Advanced university degree in economics, statistics or a related field.
2. Experience in social statistics in an international or national statistical agency, or in a research agency or university.
3. Good knowledge of social statistics, preferably covering at least two of the subject matter areas listed above. Some experience with education or training statistics would be advantageous.
4. Practical experience with modern statistical information technology
5. Good communication and interpersonal skills and ability to work harmoniously with others in a multicultural environment, within and outside the Organisation. Ability to lead and motivate a team.
6. Very good knowledge of, and ability to write clearly and concisely in, one of the official languages of the Organisation (English and French) and preferably a good 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.

**OECD, Human Resource Management  
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