

Paris, 15-Jul-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 15-Jul-1998

HRM/VAC(98)61

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), FINANCIAL MARKETS DIVISION, DIRECTORATE FOR FINANCIAL, FISCAL AND ENTERPRISE AFFAIRS (DAF)

Closing date for applications: 12 August 1998

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

Role

Under the supervision of the Head of the Financial Affairs Division, the post-holder will be required to deal with financial policy issues in non-member economies in Asia, Central and Eastern Europe, and South America.

Main Duties

1. Organise and contribute to meetings with officials from non-member economies.
2. Organise missions and seminars to assist these economies in reforming their financial systems .
3. Prepare any material (analytical reports, conference material, correspondence etc.) that may be requested by the Director for Co-ordination of the Centre for Co-operation with Non-Members (CCNM) or his deputy.
4. Research and write reports and analyses on these economies for activities in the CCNM Programme and the outreach activities of the Committee on Financial Markets and its working groups.

5. Advise on and assist in the development of relevant data bases.
6. Supervise work of consultants and other professional staff.

Principal qualifications and core competences

1. Advanced university degree in economics and/or international finance.
 2. At least ten years' experience in the field of economic and financial policies as well as financial systems analysis, especially in the areas encompassed by the duties specified.
 3. Ability to analyse and assess financial policies and to convey clearly the essential ideas from recent and current research work in this area. Familiarity with the financial systems of key non-member economies in Asia, Central and Eastern Europe, and South America would be an advantage, as well as previous experience as an official in a national or international organisation.
 4. Excellent knowledge of one of the two official languages of the Organisation (English and French) and working knowledge of the other. Demonstrated ability to draft policy-oriented papers in one of the languages. Knowledge of other languages (e.g. Chinese, Portuguese, Russian, Spanish) would be an advantage.
- 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

<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