

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

UNCLASSIFIED

Paris, 21-Jul-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 21-Jul-1998

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OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), EMPLOYMENT ANALYSIS AND PERSPECTIVES DIVISION, DIRECTORATE FOR EDUCATION, EMPLOYMENT, LABOUR AND SOCIAL AFFAIRS

Closing date for applications: 18 August 1998

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

Role

Under the general supervision of the Head of Division and with the guidance of a principal administrator the main responsibilities of the post-holder will be to conduct policy-oriented labour market analysis for publication in the OECD *Employment Outlook*, and analysis of labour market policy developments in the context of the division's ongoing reviews of Member countries labour market policies and the public employment service.

Main Duties

1. Prepare analytical and policy-oriented draft chapters for the *Employment Outlook* on international and national labour market issues, such as comparisons of indicators of labour market performance, regional patterns of employment and unemployment, institutional differences across Member countries with respect to patterns of labour market adjustment and barriers to that adjustment, analysis of the labour market problems faced by particular groups in the labour market (e.g. youth, women, displaced workers), incentives and disincentives for the acquisition and use of skills in the labour market, trends in earnings and incomes, and others.

2. Participate in labour market reviews of Member countries and comparative reviews of the public employment service and prepare drafts which contribute to in-depth understanding of labour market policy developments and evaluations.
3. In the context of the above duties, provide input to the ELSA Committee and its Working Party on Employment, and co-operate in the activities of other divisions in the Directorate and other Directorates in the Organisation which involve labour market policy issues.
4. Develop and maintain effective working relationships with officials in national administrations, research institutes, academia, other international organisations and with Delegations, both to gather material for papers or draft chapters and to solicit comments on work. Also establish periodic contact with individuals and the media seeking advice and data on labour market issues.
5. Assume the responsibility, on a rotating basis, of Secretary of the Working Party on Employment. Under the supervision of the Head of Division and a Principal Administrator, prepare the agenda, documents and summary minutes of the meeting.
6. Co-ordinate and supervise the work of statistical assistants and work with outside consultants, in carrying out analytical and policy-oriented work.
7. Prepare briefings on recent labour market developments in Member countries and comment on internal documents in DEELSA and other Directorates.

Principal Qualifications and Core Competences

1. Advanced university degree, or equivalent, in economics with good knowledge of labour and social economics.
 2. At least three years' experience in quantitative analysis and policy-oriented research methods, particularly with respect to labour markets. Familiarity with the labour market institutions and statistical sources of a number of Member countries as well as statistics available from international agencies would be a considerable advantage.
 3. Good communication skills. Ability to work in a multidisciplinary and multicultural environment with a minimum of supervision and on a collaborative basis with colleagues and expert consultants, and to supervise statistical assistants.
 4. Good knowledge of information technologies and standard softwares.
 5. Ability to draft clear and concise reports.
 6. Excellent knowledge of one of the two official languages of the Organisation (English and French). 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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<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