

**Paris, 28-Jul-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 27-Jul-1998**

**HRM/VAC(98)64**

**Telephone : 01 45 24 14 44**

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## **OFFICE CIRCULAR**

### **HEAD OF DIVISION (GRADE A5), TRADE POLICY LINKAGES AND STRATEGIES, TRADE DIRECTORATE**

**Closing date for applications: 8 September 1998**

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

#### **Role**

Under the supervision of the Director and his Deputy, the post-holder will be required to direct and supervise the work of the Trade Policy Linkages and Strategies Division, in particular to:

#### **Main Duties**

1. Plan and organise the work programme for the Division within the context of the Directorate's activities and the instructions provided by the appropriate bodies of the Organisation. The principal responsibility will be to develop strategic policy responses to the challenges presented to the trading system by a globalising world economy. This will involve developing integrated and balanced approaches to the new dimensions of market access including interrelations with such policy domains as investment, competition, technology, environment and labour. It will also involve managing analytical work on trade in services and oversight of work within the Trade Committee dealing with overall policy strategies.
2. Plan and supervise analytical and conceptual work to implement the work programme in the above areas and to contribute to ongoing work of other parts of the Directorate and of the Organisation, as appropriate.

3. Guide and supervise the preparation of working documents and reports, and ensure that they are of a quality suitable for presentation to the Trade Committee and its subsidiary bodies; represent the Division at meetings inside and outside the Organisation.
4. Oversee the administration of the Division and manage permanent staff and consultants as well as financial resources in such a way as to maximise efficiency in the production of high-quality analytical work.
5. Monitor work undertaken and events occurring both inside and outside the Organisation in fields closely related to the Division's programme of work, and keep up to date with such work and relevant policy developments.
6. Maintain positive liaison and co-operation with other OECD Directorates, Delegations and senior officials in Member countries and other international organisations dealing with related issues.

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

1. Advanced university degree in economics, law or the equivalent.
2. Extensive knowledge of and at least ten years' experience in the field of trade policy acquired in a national administration or international organisation, and in the treatment of these and interrelated policies at intergovernmental level; excellent knowledge of the World Trade Organisation system; demonstrated capacity to deliver excellent policy-oriented work useful to policy makers.
3. Proven ability to direct and co-ordinate work in the above fields and to establish and maintain professional contacts within and outside the Organisation, in particular with senior officials in capitals.
4. Leadership experience, demonstrating, in particular, the ability to motivate and manage staff of all levels; formal management training would be an advantage.
5. Excellent knowledge and drafting ability in one of the official languages of the Organisation (English and French) and 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.

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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