

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

UNCLASSIFIED

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HUMAN RESOURCE MANAGEMENT

OLIS : 01-Sep-1998

HRM/VAC(98)68

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

**ECONOMIST (GRADE A2/A3), DIVISION OF TRANSPORT ,
DIRECTORATE FOR SCIENCE, TECHNOLOGY AND INDUSTRY**

Duration of appointment: Fixed term (until 31 December 2000)

Closing date for applications: 29 September 1998

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

Role

Under the supervision of a Principal Economist (A4) and the Head of Division (A5), the main responsibilities of the post-holder will be to assist in work related to the "Programme of Co-operation in the Field of Research on Road Transport and Intermodal Linkages", in particular work related to the Steering Committee for the Programme.

Main Duties

1. Provide assistance and support to the Principal Economist and Steering Committee by preparing background material to support the development of a research programme that addresses emerging economic issues, technological advances and their policy implications. Draft the agendas and records of the meetings of the Programme's Steering Committee.
2. Prepare initial short-term (1 - 2 year) and long-term (3 year) research programmes that take into account the priorities established by the Steering Committee, the personnel and financial resources available to the Secretariat and the strategic objectives of the OECD.

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3. Develop draft project proposals (objectives, policy relevance and economic motivation) for research topics selected by the Steering Committee. Participate in and oversee the implementation of research projects undertaken by, inter alia, expert groups, workshops, joint research projects and conferences. Manage and co-ordinate, as necessary, meetings, reports, proceedings, funding and other administrative tasks associated with the implementation of these activities.
4. Follow developments relevant to national transport policies, in particular road transport and intermodal issues, and provide transport related input to work carried out by the Division in pursuit of the Programme of Co-operation in the Field of Research on Road Transport and Intermodal Linkages and its subsidiary bodies as well as horizontal/multidisciplinary work.
5. Contribute to the development of analytic documents on current transportation policy issues that should lead to the formulation of policy recommendations/guidelines and form the basis for future research efforts
6. Oversee final publication of research reports and contribute as appropriate to the dissemination and promotion of the final results of research programmes undertaken in the course of the Programme.
7. Establish and maintain excellent working contacts at operational levels with national authorities and experts, other OECD directorates, and international agencies, in particular with the European Union (EU), Economic Commission for Europe (ECE), European Conference of Ministers of Transport (ECMT), International Bank for Reconstruction and Development (IBRD), World Road Association (PIARC).
8. As required by the Principal Economist, participate in the recruitment process and supervision of analysts, economists and administrative staff as well as outside consultants and trainees.
9. Carry out other related duties as assigned.

Principal Qualifications and Core Competences

1. Advanced university degree in road/transport engineering, transport economics or equivalent. Thorough knowledge of the policy, economic and technical issues relating to road transport. A sound knowledge of policy making related to intermodal transport would be an advantage.
2. Proven, practical experience (minimum 3 years) in the field of transport and, more specifically, road transport, gained in a national administration, international organisation or the transport industry.
3. Ability to contribute to discussion on policy issues and to establish and maintain contacts with appropriate industry and policy experts and specialists at the national and international level.
4. Proven capacity for analytical and policy-orientated work, ability to conduct research assignments and synthesise, as part of a small team, policy-orientated issues for a discussion at the intergovernmental level.

5. Ability to work under pressure, often to tight deadlines, adaptability to new tasks and demonstrated initiative. Good organisational skills and ability to work with a minimum of supervision. Very good interpersonal and communications skills and ability to maintain harmonious working relations in a multinational team.
 6. Good quantitative skills and practical experience of information technology and computing.
 7. Excellent knowledge of, and demonstrated ability to produce clear and concise drafts in one of the two official languages of the Organisation (English or French). Knowledge of the language of one or more other OECD Member countries 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.

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 this 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.