

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

**UNCLASSIFIED**

**Paris, 06-Oct-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 06-Oct-1998**

**HRM/VAC(98)75**

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## **OFFICE CIRCULAR**

### **HEAD OF UNIT (GRADE A4), STRATEGIC MANAGEMENT OF DEVELOPMENT CO-OPERATION DIVISION, DEVELOPMENT CO-OPERATION DIRECTORATE**

**Closing date for applications: 5 November 1998**

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

#### **Context**

The Development Co-operation Directorate is the Secretariat for the Development Assistance Committee (DAC) of the OECD. As such it assists the OECD to in carrying out its mandate to help maximise resources for development and improve the quality and effectiveness of development co-operation. This entails helping DAC Members to operationalise the OECD Development Partnerships Strategy set out in the DAC's report on *Shaping the 21st Century: The Contribution of Development Co-operation*. The strategy is based on the premise that developing countries must be at the centre of their own development with donors assuming effectively co-ordinated supporting roles.

#### **Overall Responsibility and Role**

Under the guidance of the Head of the Strategic Management of Development Co-operation Division, the main responsibility of the principal administrator will be to manage and help shape the work of the Development Partnerships and Governance Unit so as to ensure a consistently high quality output adapted to the changing requirements of development co-operation. Presently the Unit's core fields of concentration include Participatory Development and Good Governance, Conflict Prevention and Peacebuilding as well as the more classic area of Institutional and Capacity Building.

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### **Main Duties**

1. Develop and bring together innovative policies and practices to promote a partnership relationship between developing countries and OECD Members' development co-operation agencies in the areas of aid management and co-ordination, participatory development, good governance, conflict prevention and peace building. A special challenge will be to examine how development co-operation could promote good governance and peacebuilding in so called "failed states" or other cases where basic conditions for full application of the development partnerships approach are yet not in place (e.g. authoritarian regimes, countries with widespread human rights violations).
2. Assist with the management or manage directly a number of DAC working groups. At present the Unit services the Network on Participatory Development and Good Governance, the Task Force on Conflict, Peace and Development Co-operation and the Network on Institutional and Capacity Development.
3. Research and formulate, directly or through supervision of others, substantive documents for consideration by the DAC or any of its working groups and networks. Distil best practice or policy implications to provide the basis for guidelines or formal agreements among DAC Member countries (including a DAC Handbook on Development Partnerships). Documents should reflect a range of developing partner countries viewpoints so as to strengthen the basis for development co-operation partnerships. This may involve the design and organisation of seminars and workshops with selected partner country participation.
4. Supervise the work of staff in the Unit, including consultants. Assist the Head of Division in planning and setting work priorities in the areas for which the Unit is responsible as well as in related areas as required.
5. Establish and maintain contacts with other national and regional development co-operation institutions, with subject matter specialists in academia and policy research institutes in DAC Member countries and developing countries and with relevant Directorates and associated bodies within the OECD.

### **Principal Qualifications and Core Competencies**

1. Advanced university degree in international relations, development economics and/or other relevant social sciences. Strong conceptual and analytical capabilities are essential.
2. Extensive experience in development co-operation (10-15 years) obtained working in the field as well as at headquarters of a national administration, affiliated institute or international organisation. A demonstrated capacity to have an impact on development co-operation practice at the field level is also expected. Knowledge of and experience in supporting the development of democratisation and good governance policies and practices (including dealings with decentralisation, gender equality, and human rights issues) is important. Experience with conflict or emergency situations would be an advantage.
3. Demonstrated ability to produce and supervise production of clear and concise analytical and policy-oriented reports in English or French and to work effectively with limited resources.

Capacity to analyse complex issues with a view to extracting practical implications for improving implementation and effectiveness of development co-operation in these areas.

4. Strong management, communications and inter-personal skills including proven ability to work as a team leader as well as an effective member of a team. Ability to provide personal as well as substantive guidance to experienced and junior level staff. Strong organisational skills and experience in working in a multi-cultural environments as well as the diplomatic and consensus-building skills essential for OECD work.
  5. Excellent speaking ability in both official languages of the Organisation (English and French) and excellent drafting ability in at least one of the two.
- 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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## 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.

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