

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

**UNCLASSIFIED**

**Paris, 06-Oct-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 06-Oct-1998**

**HRM/VAC(98)76**

**Telephone : 01 45 24 14 44**

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## **OFFICE CIRCULAR**

**HEAD OF PROJECT, (GRADE A4), ECONOMIC ANALYSIS AND  
DEVELOPMENT DIALOGUE, NATIONAL DEVELOPMENT POLICIES DIVISION,  
DEVELOPMENT CENTRE**

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

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

### **Role**

Under the supervision of the Director for Co-ordination and of the Head of the Programme *Implementation of the Development Partnerships Strategy*, the main responsibilities of the post-holder will be to conduct and co-ordinate research on the theme "New Forms of Co-operation in Emerging Africa" and to contribute to the two other projects in this Programme, namely "Human Resource Development and Poverty Reduction" and "Policies to Improve Governance".

### **Main Duties**

1. Assume responsibility for the research undertaken on the above theme. Supervise and co-ordinate the work of a team of economists (permanent staff and consultants) while conducting own policy-oriented research. Draft studies, synthesis reports and journal articles.
2. Participate in the formulation of policy recommendations and present the conclusions of the Development Centre's research to relevant OECD Committees and to meetings of decision-makers from Member and non-Member countries.

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3. Maintain close working relations with national and international institutions working in the same and related areas, and undertake economic policy dialogue activities. Represent the Development Centre at international conferences.

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

1. Advanced university degree in economic sciences, with specialisation in development economics. Extensive experience in applied economic analysis, including familiarity with modelling and use of empirical techniques.

2. Excellent knowledge of issues relating to the formulation of economic policies in developing countries. Experience of economic development research at a senior level, with a significant international publication track-record, notably in specialised scientific journals.

3. Proven ability to deal with politically complex economic issues in developing countries. Proven ability to dialogue with decision-makers in developing countries, notably in Africa and in South Asia, and in Member countries. Experience in drafting documentation intended for policy-makers.

4. Very good communication and interpersonal skills; aptitude to motivate a team, to establish and maintain effective and harmonious working relations in a multicultural environment.

5. Excellent knowledge of one of the official languages of the Organisation (English and French) and ability to draft well in that language; good working knowledge of the other. Knowledge of other languages 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.

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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