

**Paris, 20-Oct-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 20-Oct-1998**

**HRM/VAC(98)78**

**Telephone : 01 45 24 14 44**

**Telefax : 01 45 24 79 11**

## **OFFICE CIRCULAR**

### **ADMINISTRATOR (GRADE A2/A3), CENTRE FOR CO-OPERATION WITH NON-MEMBERS, GENERAL SECRETARIAT.**

**Closing date for applications: 19 November 1998**

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

#### **Role**

Under the supervision of the Head of the Programme of Work and budget Unit and in close collaboration with the Director for Co-ordination and the Assistant Director for Co-ordination, the main responsibilities of the post-holder will be to assist in the design, monitoring and implementation of the integrated programme of co-operation with Non-Members as well as the programme's policies for evaluation, communications and publications; and service the Committee on Co-operation with Non-Members (CCN) and the Council for non-member issues.

#### **Main Duties**

1. Assist in the co-ordinate of the preparation and follow-up of a comprehensive and integrated annual work programme for Non-Members. Assist in screening requests from Directorates, from representatives of Member and Non-Member countries and assessing them in the light of the Organisation's priorities and comparative advantage. Work with Directorates to facilitate implementation of the programme. Monitor activities, making use of the Activity Implementation Monitoring (AIM) system, and assist in the development of an evaluation strategy.

2. Supervise the administrative aspects of the implementation of the CCNM's work programme to ensure adherence to regulations and established procedures. Assist in managing voluntary contributions, notably for consistency with the priorities of the CCNM's programme. Draft requests for funding and reports for donors.
3. Assist in further developing and implementing a communication strategy for the CCNM. This includes directly overseeing the publications' programme and devising strategies to make full use of written and electronic media to promote the work of the OECD with Non-Member countries.
4. Prepare and/or review documentation and reports on the CCNM's policies and activities for the Council, the Committee on Non-Members and other relevant bodies.
5. Assist in the co-ordination of CCNM activities with work being done elsewhere in the Organisation and other international organisations and make recommendations for possible improvements. Serve as an alternate OECD representative on the Design and Selection Committees of the Joint Vienna Institute (JVI).
6. Draft reports, briefs and correspondence for the Deputy Secretary-General, Head of the Private Office, the Director, the Assistant Director for Co-ordination and the Head of the Unit on general issues of co-operation with non-members.
7. Replace the Head of Unit in case of absence.
8. Supervise the work of several assistants.

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

1. University degree, preferably in economics, public affairs or business administration.
2. Broad knowledge and experience of issues regarding domestic and international economic policy. Experience in dealing with such questions in a national administration and multilateral setting would be an asset.
3. Experience with planning and implementation of programmes of work; familiarity with the OECD's work environment, priorities, rules and procedures would be an advantage.
4. Experience in public information, notably the drafting, editing and preparation of publications, newsletters, press releases and public relation related materials.
5. Strong drafting and organisational skills. Flexibility and capacity to work simultaneously on numerous projects in a busy environment.
6. Ability to work independently and as part of a multinational team; to supervise assistants and ability to communicate in a multicultural environment.

7. Excellent knowledge of and drafting ability in one of the two official languages of the Organisation (English and French); good knowledge of the other. Some knowledge of Russian or Chinese 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.

OECD, Human Resource Management  
2 rue André Pascal, 75775 Paris Cédex 16

E-mail: [personnel.contact@oecd.org](mailto:personnel.contact@oecd.org)

<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