

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

UNCLASSIFIED

Paris, 03-Feb-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 03-Feb-1998

HRM/VAC(98)8

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OFFICE CIRCULAR

**ADMINISTRATOR (GRADE A2/A3),
CENTRE FOR CO-OPERATION WITH NON-MEMBERS (CCNM)**

Closing date for applications: 3 March 1998

Duration of appointment: Fixed term

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

Role

Under the supervision of the Director for Co-ordination and a Principal Administrator responsible for the CCNM Programme for the Newly Independent States of the former Soviet Union (NIS), the main responsibility of the post-holder will be to monitor economic developments in the NIS, to develop, monitor and evaluate OECD activities in the region and to prepare reports for the Programme.

Main Duties

1. Review Directorates' proposals for work on the Russian Federation and on a number of other NIS countries; contribute to the preparation of the annual work programme of the Centre on these countries. Make recommendations concerning possible changes in the content of activities to improve their relevance and possible reallocation of funds among activities.

2. Follow economic developments in these countries and assess performance in the implementation of stabilisation and structural transformation policies. Draft synthesis reports on recent economic developments for circulation within the Secretariat and for use in the evaluation and evolution of the contents of the CCNM Programme.
3. Using the Activity Implementation Monitoring (AIM) system, undertake ongoing monitoring and evaluation of CCNM activities. Periodically, prepare analytical reports to facilitate the efficient management and control of CCNM resources.
4. Prepare draft reports, speeches and correspondence; arrange programmes for the Deputy Secretary-General (in charge of the CCNM), the Director for Co-ordination and the Deputy Director. Report on the outcome of these programmes and missions and undertake follow-up.
5. Attend meetings, conferences, workshops and seminars organised by other international organisations, including, as appropriate, representing the OECD at these meetings. Report on these events and prepare any needed follow-up action.
6. Establish and develop contacts in the partner countries covered and the relevant international organisations. Maintain strong and co-operative working relationships with counterparts in OECD delegations.

Principal Qualifications and Core Competences

1. Advanced university degree, preferably in economics.
 2. Very good empirical knowledge of macro and microstructural problems in an international setting. Experience in dealing with the economic problems of the NIS would be an asset.
 3. Good knowledge of information technology and experience in the use of computers including applied economic analysis, statistical databases and software.
 4. Strong organisation and administrative skills. Ability to work under pressure, to deal simultaneously with a wide variety of tasks, and to assess priorities. Adaptability, precision and efficiency.
 5. Good communications skills, the capacity to work effectively as part of a multicultural team and to work with other international agencies on technical assistance projects.
 6. Excellent knowledge of and drafting ability in one of the two official languages of the Organisation (English and French) in order to produce papers that are cogent, concise, and in a style that is accessible to senior officials working in a highly political environment; good knowledge of the other. Knowledge of Russian, 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
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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