

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

**UNCLASSIFIED**

**Paris, 20-Nov-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 23-Nov-1998**

**HRM/VAC(98)85**

**Telephone : 01 45 24 14 44**

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## **OFFICE CIRCULAR**

### **CANCELS AND REPLACES VACANCY NOTICE HRM/VAC(98)83 POSTED ON 17 November 1998**

#### **VACANCY FOR FOUR YOUNG PROFESSIONAL POSITIONS (GRADE A1)**

**Duration of appointment : Fixed term (two years)**

**Closing date for applications: 17 December 1998**

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

#### **Role**

The aim of the OECD Young Professionals Programme is to identify young highly-qualified professionals who are interested in working for the Organisation and who, after an initial appointment of two years, would have the potential to make a career in the OECD. During their initial two-year period Young Professionals work successively on two different activities. At the end of this period it is expected that they will be able to compete successfully for appointment to higher level positions in the Organisation.

The programme is designed for highly qualified and motivated young people skilled in areas relevant to OECD's programme of work such as : economics, agriculture, environment, science and technology, education, social affairs, trade, finance and development.

We are particularly interested in receiving applications from women.

#### **Main Duties**

Under the supervision of a more senior official, Young Professionals will carry out research and participate in the preparation of studies for the Directorates concerned and may be called upon to:

- 1) Participate in the drafting of proposals and documents for committee and other meetings serviced by the Directorate;
- 2) Attend committee and working party meetings and draft summary records;
- 3) Assist in monitoring developments in relevant policy areas;
- 4) Draft statistical reports, collect, organise, evaluate and interpret statistical data;
- 5) Supervise statistical assistants and other support staff;
- 6) Liaise with other parts of the OECD, research and government institutions in OECD Member countries and participate in out-reach activities with non-member countries, as well as with other international organisations.

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

#### **1. Academic and work experience**

Candidates should preferably have an advanced post graduate third level degree in economics and/or another subject of relevance to the OECD's work. A doctorate level degree would be a definite advantage. Candidates with Masters degree(s) should have a minimum of two or three years' experience in related fields. Experience in research and analytical activities would be particularly advantageous.

#### **2. Personal Qualities**

Excellent communications skills and a high standard of professional competence. Strong analytical skills demonstrated by academic success and professional achievements. Excellent interpersonal, negotiation, and diplomatic skills. Ability to work in a multicultural team environment. Genuine interest in the work of OECD in promoting international co-operation.

#### **3. Languages**

Very good knowledge of one of the two official languages of the Organisation (English and French), and ability to draft well in that language. Some knowledge of the other language would be an advantage.

#### **4. Age Limit**

Applicants should not be under 26 years of age or more than 33 years of age on 1st September 1999.

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

**General Information on the**  
**Young Professionals Programme**

**THE OECD** - some general information

Since 1960, when the Convention of the OECD was signed in Paris, some 30,000 ministers and senior government officials and experts have come to the OECD in Paris each year to work towards the three following objectives:

- to achieve the highest sustainable economic growth and employment and a rising standard of living in Member countries, while maintaining financial stability, and thus contribute to the development of the world economy;
- to contribute to sound economic expansion in Member as well as non-member countries in the process of economic development;
- to contribute to the expansion of world trade on a multilateral, non-discriminatory basis in accordance with international obligations.

The signatories in 1960 included 18 European countries <sup>1</sup> plus Canada and the United States; Japan, Finland, Australia, New Zealand, Mexico, Czech Republic, Hungary, Poland and Korea became members later, bringing the total to 29 countries.

OECD is a centre for research, analysis and discussion where governments express their points of view, share their experiences and search for common ground. The Secretariat provides the basis by setting forth the problems and possible remedies. More specifically the OECD attempts:

- to clarify, through quantitative and qualitative analyses, some of the major economic, social, and other problems facing its Member countries;
- to exchange information on how the problems are being approached in each country so that the experience of one can inform the actions of the others.
- to analyse the effectiveness of economic, social and other policies;
- through discussion, to make countries aware of the impact of their actions on the others;
- to search for common solutions and strategies.

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<sup>1</sup> Austria, Belgium, Denmark, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

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**YOUNG PROFESSIONALS IN THE OECD**

Young Professionals are university graduates of outstanding intellectual qualities and personal strengths. They are appointed for a two-year period and work successively on two or three activities of the OECD for periods of six to twelve months. It is expected that at the end of the two-year period when they have completed their assignments they will be able to compete successfully for appointment to higher level posts in the Organisation.

The OECD attaches considerable importance to the recruitment of the highest quality professionals and to increasing mobility between Directorates. The Young Professionals Programme is intended to promote the achievement of those goals.

**THE SELECTION PROCEDURE**

A vacancy notice is issued every year. Applicants should complete the OECD's standard application form and submit it to Candidate Search and Sourcing (marked "YPP Programme"). Once the short-list has been established, a number of candidates are invited for interview by a panel of senior professional staff. (Please note that only those short-listed for interview will be contacted). Candidates selected for interview may be asked to submit samples of their work and will be requested to draft short essays.

**ASSIGNMENTS AS A YOUNG PROFESSIONAL**

The new recruit will be asked to participate in the preparation of studies and documents in areas dealt with by the Directorate(s) concerned, under supervision of a more senior official. In practice, the work may involve one or more of the following tasks.

- research for documentation and review literature;
- collect, arrange and evaluate statistical data;
- prepare notes and participate in the drafting of reports;
- attend committee and working party meetings.

Work will be carried out in Paris, but occasional travel may be required.

Assignments could be in any one of the following areas depending on the qualifications and abilities of the chosen candidate:

Development Economics  
Economics  
Education, Employment, Labour  
and Social Affairs  
Environment

Financial, Fiscal and Enterprise Affairs  
Food, Agriculture and Fisheries  
Science, Technology and Industry  
Statistics  
Trade

The choice of a Young Professional's assignment is based on qualifications, personal preferences and institutional staffing needs.

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**SALARY BENEFITS**

Salaries are designed to attract international staff of the highest calibre. Basic tax free salary is FF 242,590 + benefits per year.

This may be supplemented by allowances depending on personal circumstances.

Staff benefits include rent allowance, comprehensive health insurance, life insurance, and participation in the pension fund. Expatriate staff are entitled to an additional 14% or 18% allowance depending on family circumstances and home leave every 2 years in addition to six weeks annual leave.

**WHO SHOULD APPLY?**

The OECD receives a great many applications for only a few, sought after positions as Young Professionals. Applicants should have a background in economics and/or another subject of relevance to the OECD's work and will normally have at least 6 years of university education or doctorate level degree; some relevant work experience would be a definite advantage. Successful candidates will have the personal qualities and competence listed in the vacancy notice and have both the interest and potential to make a successful career in the organisation.

Applicants must be nationals of one of the 29 Member countries of the OECD, and should not be under 26 years of age or more than 33 years of age on 1 September 1999.

Candidates must be interested in the objectives of the OECD in promoting international policy co-operation, mature enough to understand the issues involved in international work, and possess the analytical and drafting skills that will enable them to contribute to policy related studies.

Very good knowledge of one of the two official languages of the Organisation (English and French) and the ability to draft in that language required; some knowledge of the other language would be an advantage.

Applications from women candidates are particularly encouraged.

Interested and qualified candidates should send their résumé, to:

YPP Programme  
Candidate Search and Sourcing  
Human Resource Management  
OECD  
2, rue André Pascal  
75775 PARIS CEDEX 16  
France

Information about OECD is available on the Internet at : <http://www.oecd.org>

November 1998