

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

UNCLASSIFIED

Paris, 01-Dec-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 01-Dec-1998

HRM/VAC(98)86

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), NON-MEMBER ECONOMIES AND INTERNATIONAL MIGRATIONS DIVISION, DIRECTORATE FOR EDUCATION, EMPLOYMENT, LABOUR AND SOCIAL AFFAIRS

Closing date for applications: 7 January 1999

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

Role

Under the supervision of the Head of Division, the job-holder's primary function will be to assist in implementing the Division's work programme. This involves essentially undertaking studies and drafting documents for the Working Party on Migration, as well as contributing to the annual publication of the SOPEMI network, *Trends in International Migration*.

Main Duties

1. Undertake studies and draft documents relating to various aspects, both qualitative and quantitative, of the demographic, economic and social analysis of international migration and of migration policy, and their interaction with the other policy areas covered by the Directorate.
2. Monitor the development of migration policies, of integration policies for migrants, and of the links between migration and development, notably in the framework of the preparation of the annual SOPEMI publication.

3. Participate in the organisation, analysis and presentation of the statistical data on migration for inclusion in the annual SOPEMI publication.
4. Supervise the work of outside consultants. Discuss, revise and, as appropriate, complete documents drafted by them. Verify the relevance, accuracy and consistency of the information and statistical data contained in such documents.
5. Co-operate with other international organisations working in the migration field.

Principal Qualifications and Core Competences

1. University degree at higher level (or equivalent), preferably in economic or political studies. Experience of economic or social analysis of international migration issues would be an advantage.
 2. A minimum of five year's professional experience in a national administration, research institutes or in another international organisation would be an advantage.
 3. Good knowledge of quantitative methods and proven ability to apply them to the analyses undertaken. Good practical knowledge of computer technologies and specialised software.
 4. Demonstrated ability to draft concise and clear documents, and to meet tight deadlines.
 5. Capacity for teamwork, professional co-operation and supervision of the work of consultants and support staff in a multi-cultural environment.
 6. Excellent knowledge of one of the official languages (English or French), good knowledge of the other.
- 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

<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