

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

UNCLASSIFIED

Paris, 08-Dec-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 08-Dec-1998

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OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), ECONOMICS DIVISION, ENVIRONMENT DIRECTORATE

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 main responsibility of the post-holder will be to assist in the development and implementation of the Directorate's work programme on sector policy integration (agriculture and environment), natural resource management (addressing, in particular, conservation of biodiversity) and sustainable consumption patterns.

Main Duties

1. Assist in designing and implementing the Directorate's work on the management of natural resources.
2. Assist in designing and implementing follow-up work to the OECD work on economics of biodiversity and ensure its effective linkage to the implementation of the International Convention on Biodiversity.
3. Analyse and develop methodologies, prepare case studies and write reports on the environment-agricultural relationships.

4. Assist in the implementation of the horizontal project of the Directorate on sustainable consumption patterns.
5. Maintain close contacts and good working relations with relevant staff in other Directorates, in particular Food, Agriculture and Fisheries and Science, Technology and Industry.

Principal Qualifications and Core Competences

1. Advanced university degree in economics, preferably in economics of natural resource management.
 2. A minimum of five years' experience in analysing natural resource management and environment-agricultural issues.
 3. Demonstrated ability to draft and edit clear and concise policy-oriented reports.
 4. Experience in project management and proven ability to make the best use of human and budgetary resources would be an advantage.
 5. Excellent knowledge of the one of the two official languages of the Organisation (English and French); very 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