

**Paris, 15-Dec-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 15-Dec-1998**

**HRM/VAC(98)88**

**Telephone : 01 45 24 14 44**

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## **OFFICE CIRCULAR**

### **EXECUTIVE SECRETARY, (GRADE A2/A3), STAFF ASSOCIATION**

**Closing date for applications: 22 January 1999**

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

#### **Role**

Under the supervision of the Chairman of the Staff Association or his representative, the main responsibilities of the Executive Secretary to the Staff Association are to manage the secretariat of the Association and to service various representative bodies.

#### **Main Duties**

1. Co-ordinate the work of the Association Secretariat, ensure the timely implementation and follow-up of decisions by the Executive Committee and the Assembly of Representatives. Organise, allocate and supervise the work of three support staff members (two B3s and one A1).
2. Service the Executive Committee, the Assembly of Representatives and some of the Association's Commissions, and in particular:
  - prepare meetings of various bodies of the Association;
  - draft the summary records of those meetings in which the Association is represented;
  - draw up the Association's Report on Activities and Financial Report;
  - ensure the smooth running of Association elections;
  - ensure the implementation of the Association's communications policy;

- in liaison with the Treasurer of the Association, ensure compliance with the Association's financial commitments;
  - service the Committee of Staff Representatives (CSR) of the Co-ordinated Organisations when it meets at OECD Headquarters. Draft the summary records of these meetings.
3. Analyse disputes between staff members and the Secretary-General in law and in equity and prepare proposals for action to be taken (contacts with the Administration or submission of cases to the Mediator, the Classification Panel, the Joint Advisory Board or the Administrative Tribunal). Deal with appeals submitted by staff members, in liaison with the Association, to the Organisation's appeal bodies.
  4. Undertake research and draft notes and reports for the various bodies of the Association on subjects of interest to OECD staff. Give legal opinions on Administration proposals to amend the Staff Rules and Regulations and on other issues as necessary. Provide the Association with information by reading publications, ensuring outside contacts, distributing literature, proposing subscriptions to the Executive Committee, attending conferences, etc.

#### **Principal Qualifications and Core Competences**

1. Advanced university degree in law with specialisation and experience in international civil service law, public international law, administrative law and labour law, or an advanced university degree in public administration or human resource.
  2. Professional knowledge of and experience (at least 3 years) in personnel management issues and disputes acquired in an international organisation. Experience as a staff representative would be a considerable advantage.
  3. Good interpersonal skills, and ability to plan, co-ordinate and supervise teamwork. Excellent ability to communicate orally and in writing. Experience and ability in communication in an international context. Great ability to take initiatives and work under pressure, often to very short deadlines.
  4. Excellent knowledge of one of the Organisation's two working languages (English and French); good knowledge of the other. An ability to work effectively in both languages would be a distinct advantage.
- N.B. The post may be filled 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.

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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