

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

UNCLASSIFIED

Paris, 05-Jan-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 05-Jan-1999

HRM/VAC(99)1

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

**PRINCIPAL ADMINISTRATOR (GRADE A4),
STATE OF THE ENVIRONMENT DIVISION,
ENVIRONMENT DIRECTORATE.**

Closing date for applications: 4 February 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 responsibilities of the post-holder will be to analyse the environmental performance of individual countries and to prepare related reports and recommendations.

Main Duties

1. Analyse Member countries' environmental conditions, policies and performance and prepare related reports.
2. Compile, analyse and synthesise statistics and information in support of country environmental reviews.
3. Prepare draft conclusions and recommendations to Member country governments in a range of environmental policy issues.

4. Work with other Environment Directorate components to guide and assist contributions of the specialised Divisions to the country review process. Maintain close contacts and good working relationships with technical staff in other parts of the OECD and IEA, to help ensure compatibility and reinforcement of the range of country reviews being carried out within the Organisation.
5. Prepare review team missions in countries under review and maintain close contacts with representatives of these countries and Member countries at large. Ensure the supervision of consultants work.

Principal Qualifications and Core Competences

1. Advanced university degree (PhD or equivalent) in economics, resource economics or environmental economics.
 2. Extensive professional experience in national administrations or institutes and/or international organisations. This experience should include economic analysis of environmental issues and possibly national and international legal issues relating to the environment.
 3. Very good working knowledge of environmental issues and their relationships with economic and sectoral policies.
 4. Demonstrated experience in drafting and editing policy reviews and/or analytical reports.
 5. Ability to supervise support staff and to function effectively in a multicultural team . Ability to establish and maintain contacts with government officials and experts at both the national and international levels.
 6. Excellent knowledge of one of the two official languages of the Organisation (English and French) and excellent drafting abilities in that language; 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