

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

UNCLASSIFIED

Paris, 03-Feb-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 03-Feb-1999

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OFFICE CIRCULAR

ONE OR MORE POSTS OF SENIOR ECONOMIST (GRADE A4), ECONOMICS DEPARTMENT

Closing date for applications: 4 March 1999

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

Role

Under the supervision of the Head of one of the Divisions of the Economics Department, the main responsibility of the post-holder will be to provide economic analysis of issues covered by the Division, for the Committees served by the Department [the Economic Policy Committee (EPC) and its sub-groups, and the Economic and Development Review Committee], or for publication.

Main Duties

1. Supervise and co-ordinate policy-relevant analysis for the Committees served by the Department. The topics covered will vary through time according to the programme of work defined by the Committee, and may include both structural and macroeconomic issues, on a country-specific or cross-country basis. The work should lead to the formulation of policy recommendations underpinned by sound economic theory and empirical analysis.
2. Draft analytic documents and papers on current economic policy issues, for consideration by Committees and/or Working Parties, or for publication.

3. Identify areas in which empirical work is necessary and provide supervision and guidance at the technical level to economists involved in this work. Contribute to the process of structural surveillance of Member countries' policies by the Economics Department. Undertake ad hoc analyses that contribute to the Department's understanding and capacity to comment on structural and macroeconomic issues.
4. Participate in the general work of the Department, including scrutinising papers in preparation for EPC and its working parties, elaboration of medium-term scenarios, disseminating information on significant developments in the subjects or countries concerned, commenting on and making suggestions for model development and other quantitative and statistical work.
5. Draft reports and articles summarising empirical knowledge, recent economic developments or policy issues, either for inclusion in the Department's documentation (Working Papers, the Economic Outlook, Economic Studies, Monographs) or for briefing senior officials.
6. Maintain contacts with senior officials in national Administrations, other international organisations, and Member country delegations. Develop contacts and collaboration with staff of other Directorates. The post-holder may be called to represent the OECD at outside meetings.
7. Provide peer review of work produced elsewhere in the Department. Respond to enquiries from delegations, journalists and the general public.
8. Supervise the work of at least one economist, statistical assistants, secretarial support staff and, on occasion, outside consultants and trainees. Participate in the recruitment process for these positions.

Principal Qualifications and Core Competences

1. Advanced university degree in economics, and several years of experience in applied economic analysis, including familiarity with modelling and use of empirical techniques, and with the use of such models and empirical work for policy analysis.
2. Sound knowledge of macroeconomics, applied microeconomics and numerical analysis. Ability to apply general economic reasoning to a wide range of policy issues. Familiarity with the economic problems and data sources of a number of Member countries.
3. Good communications skills, including clear and concise drafting and the ability to explain economic issues and analysis in a fashion understandable to experts and lay audiences alike.
4. Ability to plan, co-ordinate and supervise projects involving teams of professional economists and statistical assistants. Ability to work under pressure, meet deadlines and deliver results. Good interpersonal skills, including the ability to maintain harmonious working relations with staff at all levels in a multicultural environment.
5. Command of one of the two official languages of the Organisation (English and French) and proven drafting ability in that language; a good knowledge of the other language. Knowledge of other Member country languages would be desirable.

- 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.

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 this 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.