

Paris, 11-Feb-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 11-Feb-1999

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CANCELS AND REPLACES SAME VACANCY NOTICE POSTED ON 09/02/99

OFFICE CIRCULAR

**TRADE POLICY ANALYST (GRADE A4),
OUTREACH AND ANALYSIS DIVISION, TRADE DIRECTORATE**

Closing date for applications: 11 March 1999

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

Role

Within the framework of the programme of work of the Centre for Co-operation with Non-Members (CCNM) and under the supervision of the Head of Division, the post-holder will provide analytical and policy-related support for trade policy dialogue with non-Member economies, and in particular the Russian Federation.

Main Duties

1. Assist the Head of Division, in co-ordination with the CCNM, in the preparation and implementation of the trade policy dialogue between Member and non-Member countries, and in particular Russia.
2. Prepare analytical and policy-oriented reports on issues concerning trade policies and trade relations between Member countries and non-Members countries, in particular with regard to their integration into the international trading system. In this regard, conduct analytical and policy-oriented work of sufficient significance to become official OECD publications.
3. Assist in the planning and servicing of trade policy dialogue meetings with non-Members mainly under the aegis of the Trade Committee and its subsidiary body.

4. Ensure co-ordination with other parts of the Organisation on matters related to this field of activity, in particular with the Centre for Co-operation with Non-Members (CCNM).
5. Liaise with government officials in Member and non-Member countries as well as with international organisations and business and academic circles.
6. Identify and assist in managing outside consultants who can provide an analytical input into the Division's work programme on non-Member economies.
7. Assist in directing the work of administrators, consultants and assistants.

Principal Qualifications and Core Competences

1. Advanced university degree in economics or related fields with some specialisation in the area of international trade and trade relations.
 2. At least ten years of experience in international trade and trade policy issues, in particular concerning relations with non-Member countries, obtained through proven practical activities in these areas, preferably in a national administration or specialised international organisation.
 3. Proven capacity for both analytical and policy-oriented work. Capacity to conduct original and high-level research projects that may become official OECD publications. Capability to synthesise complex issues. Good political judgement.
 4. Capacity to adapt and take initiatives. Proven ability to carry out several projects in parallel often to tight deadlines, to supervise staff (including consultants) and to co-operate efficiently with staff in other Directorates. Proven drafting skills. Strong communications skills, both orally and in writing.
 5. Effective interpersonal skills and an ability to work efficiently with experts and senior-level officials from Member and non-Member countries.
 6. Excellent knowledge of one of the official languages of the Organisation (English and French) and excellent ability to draft well in that language. Good knowledge of the other language. Good command of the Russian language would be an advantage.
- 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.