

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

UNCLASSIFIED

Paris, 13-Apr-99

HUMAN RESOURCE MANAGEMENT

OLIS : 13-Apr-1999

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OFFICE CIRCULAR

**PRINCIPAL ADMINISTRATOR (GRADE A4),
DIVISION OF TRADE LIBERALISATION AND REVIEW,
TRADE DIRECTORATE**

Closing date for applications: 14 May 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 undertake research and analysis on trade and trade-related policy issues and to contribute to activities in OECD in support of a strong and open multilateral trading system.

Main Duties

1. Plan, research and draft analytical and conceptual reports to provide economic and policy analysis of important trade policy issues or developments of relevance for the pursuit of trade liberalisation and the smooth and efficient functioning of the multilateral trading system.
2. Monitor trade and trade-related policy issues and draft briefs and other background material.
3. Assist in the planning and servicing of meetings of the Trade Committee and its subsidiary bodies, including occasional conferences and round tables (help in the planning and supervision of organisational tasks; draft aide-mémoires).

4. Liaise with officials in national governments as well as with other directorates, international organisations and business and academic circles on issues of trade policy.
5. Assist the Head of Division with certain management tasks and supervise the work of junior Division staff and consultants.

Principal Qualifications and Core Competences

1. Advanced university degree in economics or a related field.
 2. At least five years' experience with international trade and trade policy issues, gained through practical activities in these areas, preferably in a national administration or international organisation; experience with regulation-related trade issues could be an advantage.
 3. Proven capacity for analytical and policy-oriented work; demonstrated capability to conduct and develop high quality original research projects and synthesise complex information and issues, including on concrete cases and sectors, for discussion at the intergovernmental level and to a standard suitable for publication. Very good political judgement.
 4. Capacity to adapt and to take initiatives. Proven ability to carry out several projects in parallel and to work under pressure, often to tight deadlines; ability to assist in the supervision of junior staff and to co-operate efficiently with staff in other Divisions and Directorates.
 5. Very effective interpersonal skills and ability to interface efficiently with experts and senior-level officials from Member countries. Proven drafting skills.
 6. Excellent oral and written knowledge of one of the two official languages of the Organisation (English and French) and 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.

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.

November 1997