

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

UNCLASSIFIED

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HUMAN RESOURCE MANAGEMENT

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OFFICE CIRCULAR

**ECONOMIST (GRADE A2/A3),
CENTRE FOR CO-OPERATION WITH NON-MEMBERS,
GENERAL SECRETARIAT**

Closing date for applications: 14 May 1999

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

Within the Unit for Brazil, the Special Programme on Financial Instability and the Baltic Regional Programme at the Centre for Co-operation with Non-Members (CCNM), under the supervision the Head of Unit (A4) and under the general responsibility of the Director and Deputy Director, the main objective of the job is to assist in the formulation, management and smooth implementation of the Unit's programmes.

Role

The main responsibility of the post-holder will be to monitor economic and policy developments in the non-members covered by the Unit, in particular Brazil, and to develop, monitor and evaluate OECD activities with these non-members and report on the implementation of the programmes.

Main Duties

1. Assist in the design of programmes and activities with non-members including reviewing proposals for work from Directorates and requests from non-members, participate in monitoring the implementation of activities to ensure that outputs are consistent and of high quality. Help evaluate the effectiveness of programme activities in the light of these outputs.

2. Monitor developments and reforms in the non-member economies in the areas covered by the programme. Undertake analysis and research, draft papers, attend relevant meetings in these areas and participate in missions, prepare summaries of the discussions and decisions. Prepare subject files concerning the co-ordination of CCNM activities.
3. Using the Activity Implementation Monitoring System (AIMS), monitor and evaluate CCNM activities. Periodically, prepare analytical reports to facilitate the efficient management and control of CCNM resources and the adaptation of the programmes to evolving priorities.
4. Prepare draft reports, speeches and correspondence; arrange programmes for the Deputy Secretary-General and for the Director and the Deputy Director of the Centre. Report on the outcome of these programmes and missions and undertake follow-up.
5. Assist in ensuring effective information flows inside and outside the Organisation on relevant aspects of the CCNM programme.
6. Develop and maintain contacts at appropriate levels with staff in other parts of the Organisation, Member country delegations and administrations, other international organisations and non-members concerned by the Unit's activities.

Principal Qualifications and Core Competencies

1. Advanced university degree in economics.
2. At least three years' experience in macro and micro structural analysis, preferably within an international context. Experience in dealing with economic problems and assistance programmes. In particular, previous work on Brazil would be an asset.
3. Strong organisational and administrative skills. Ability to work under pressure and to assess priorities. Sense of order, method, initiative and responsibility.
4. Good communication and interpersonal skills and capacity to work effectively as part of a team and in co-operation with other international organisations.
5. Excellent knowledge of one of the official languages of the Organisation (English and French) and a good knowledge of the other. Ability to draft concise notes in a style which is accessible to senior officials working in a highly political environment. Knowledge of Portuguese would be an advantage.

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