

Paris, 04-May-99

HUMAN RESOURCE MANAGEMENT

OLIS : 04-May-1999

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OFFICE CIRCULAR

EXPORT CREDITS POLICY ANALYST (GRADE A4), EXPORT CREDITS DIVISION, TRADE DIRECTORATE

Closing date for applications: 3 June 1999

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

Role

Under the general supervision of the Head of the Export Credits Division, the main responsibilities of the post-holder will be to provide analytical and policy-related support in respect of the export credits work programme, and to service the Working Party on Export Credits and Credit Guarantees (ECG) and the Participants to the Arrangement on Guidelines for Officially Supported Export Credits and its sub-groups.

Main Duties

1. Research, analyse and synthesise trade and aid policy developments.
2. Plan and prepare studies on these developments; draft policy-orientated reports and negotiating papers on export credit issues for consideration by the export credit committees (i.e. the ECG, the Participants to the Arrangement and their sub-groups).
3. Assist in the planning and servicing of meetings of the export credit committees. Assume the principal role for some of the working groups of experts with a particular focus on the pricing of official support (including the construction of financial reporting databases and analyses of results), aid issues, and shipbuilding.

4. Develop and maintain positive and productive relations at senior levels with delegations, the export credit and aid agencies in Member and nonmember countries, other Directorates of the OECD and international institutions as appropriate, for the effective conduct of the work and the pursuit of horizontal activities.
5. Guide statistical and other assistants and assist the Head of Division with administrative tasks and the supervision of junior staff and consultants.
6. Respond to enquiries from delegates, journalists, the business community and the public, and represent the Directorate at internal and external meetings on export credit issues at senior level.

Principal Qualifications and Core Competences

1. Advanced university degree in economics or equivalent experience, and direct work experience in an institution providing officially supported export credits.
 2. Knowledge, understanding and several years' experience of the international framework governing officially supported export credits, especially of the Arrangement on Guidelines for Officially Supported Export Credits and the related financing issues.
 3. Proven capacity for both analytical and policy-orientated work. Capacity to conduct high-level research projects that form the basis for negotiation among the Participants for the refinement and enhancement of the Arrangement. Capacity to synthesise complex issues. Very good political judgement and negotiating skills.
 4. Capacity to adapt quickly and to take initiatives. Proven ability to carry out several projects in parallel, to work under pressure and to tight deadlines. Proven strong communication skills, both orally and in writing.
 5. Good inter-personal skills and ability to work efficiently with experts and senior-level officials from Member and, where necessary, non-Member countries. Ability to co-operate efficiently with staff in other Directorates, to supervise support staff and to work effectively with colleagues within the Export Credits Division and the Trade Directorate.
 6. Computer expertise, in particular in econometric modelling and the OECD software i.e. the Microsoft Suite.
 7. Excellent knowledge of one of the official languages of the Organisation (English and French) and ability to draft excellently in that language; working knowledge of the other language.
- 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 nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply: (applications *must* include the vacancy reference number, nationality, sex, and date of birth)
Choose *one* of the following methods only:

1. Recruitment information and online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. list of publications where appropriate. NB. Copies of diplomas, qualifications etc are *not* required at this stage.

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, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

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 the place of work is Paris. 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.