

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

**UNCLASSIFIED**

**Paris, 12-Jan-1999**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 12-Jan-1999**

**HRM/VAC(99)4**

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## **OFFICE CIRCULAR**

**PRINCIPAL ADMINISTRATOR (GRADE A4),  
INFORMATION, COMPUTER AND COMMUNICATIONS POLICY DIVISION,  
DIRECTORATE FOR SCIENCE, TECHNOLOGY AND INDUSTRY**

**Closing date for applications: 11 February 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 responsibility of the holder of this post will be to develop, define and implement work on regulatory and legal frameworks related to information and communication technologies and information infrastructure for the Information, Computer and Communications Policy (ICCP) Committee, in particular legal issues falling within the mandate of the working Party on Information Security and Privacy.

### **Main Duties**

1. Carry out comparative analysis on national and global policies and legal frameworks governing the development, operation and application of new information and communications technologies, infrastructures and electronic commerce; carry out analysis of the impacts on the economy and society, notably as they concern information security and privacy.
2. Organise meetings of the national delegates or experts on these subjects, notably the Working Party on Information Security and Privacy of the ICCP Committee.

3. Prepare analyses, draft proposals, organise and administer bilateral and multilateral consultations and negotiations in these substantive areas, including the development of new international instruments, recommendations and guidelines. Promote and monitor the implementation of the existing OECD instruments in this field.
4. Contribute as appropriate to other projects in the work programme of the Division, or as part of Directorate-wide or OECD-wide horizontal work programmes.
5. Establish and maintain professional contacts with other Divisions and OECD Delegations, officials in Member and non-Member countries, national delegations, international organisations, non-governmental organisations and the private sector in this field.
6. Supervise professional staff and consultants. Define their tasks, objectives and deadlines. Monitor progress, providing guidance, advice and evaluation.

### **Principal Qualifications and Core Competences**

1. Advanced university degree in law and/or economics, with background in technology, science, information and communications policy or business studies.
2. Substantial experience of analysing developments in and the applications of new information and communications technologies and infrastructures, the regulatory and legal frameworks governing them, and their impacts on the economy and society. A solid track record in the area of privacy, security and/or consumer protection. Successively more responsible positions held in a national or international administration, legal practice, in the private sector or in an academic environment. Experience of working in an international environment would be an advantage.
3. Practical experience of information technology and computing, in particular, the Internet; good general knowledge of technical aspects of issues (such as cryptography) which relate to regulatory and legal framework in this domain.
4. Ability to design and implement activities as requested by the Committee. Proven ability to identify and analyse future trends and upcoming issues in these areas, in particular cryptography, etc. Good understanding of the potential role of the OECD in achieving consensus and of what is currently politically possible, and ability to negotiate towards the establishment of such a consensus.
5. Ability to direct and supervise staff, manage budgets and co-ordinate work in the above field and to establish and maintain professional contacts with senior officials, experts and managers in Member countries.
6. Strong team building and organisational skills; ability to work independently when appropriate, to work effectively under pressure, to meet tight deadlines and to prioritise competing demands.
7. Good communication and ability to work in an international environment.

8. Excellent knowledge of one of the official languages of the Organisation (English and French) and ability to draft well in that language; good knowledge of the other. Knowledge of one or more other languages 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.

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<http://www.oecd.org/hrm>

## 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 a 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