

Paris, 08-Jul-99

HUMAN RESOURCE MANAGEMENT

OLIS : 08-Jul-1999

HRM/VAC(99)43

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

ECONOMIST (GRADE A2/A3), MACROECONOMIC ANALYSIS AND SYSTEMS MANAGEMENT DIVISION, ECONOMICS DEPARTMENT

Closing date for applications: 12 August 1999

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

Role

Under the supervision of a Head of Division and/or a Principal Administrator, the main responsibility of the post-holder will be to conduct economic analyses of, and draft documents about, policy issues arising in fields covered by the Division.

Main Duties

A. *Duties specific to the above post:*

1. Participate in ongoing work of the Department on a broad range of empirical studies contributing to macro-policy assessments, simulation analyses and development of the OECD INTERLINK world model. Undertake specific econometric analyses and model development work.

B. *Other required duties:*

1. Carry out cross-country economic analyses of issues of current policy relevance for one or more Committees and/or their Working Parties served by the Department. The topics covered will vary through time according to the work programme defined by the Committee(s) served, and may include both structural and macroeconomic issues, in the short or medium term.

2. Provide input for and comment on work done elsewhere in the Department in the relevant areas. This may include contributing to assessments of structural policies for the Economic Surveys of Member countries.
3. Contribute to the semi-annual forecasting round of the Department. Participate in the development and maintenance of the analytical apparatus of the Department by identifying areas in which empirical work is necessary.
4. Draft reports and articles summarising empirical knowledge, recent economic developments of policy issues, either for inclusion in the Department's documentation (Working Papers, the Economic Outlook, Economic Studies, Monographs) or for briefing senior officials. May produce press releases on specific subjects.
5. Maintain contacts with officials in national administrations, other international organisations and Member country delegations. Keep informed on economic policy developments in Member countries, and on developments in the academic literature.
6. Carry out other related duties as assigned.

Principal Qualifications and Core Competences

A. *Qualifications specific to the above post:*

1. Experience with international models would be a considerable advantage.

B. *Other required qualifications:*

1. Advanced university degree in economics
2. Very good, up-to-date, knowledge of micro- and macroeconomic theory and of the general techniques of econometrics and statistics. Familiarity with models and empirical techniques would be an advantage.
3. Several years experience in applied economic research and policy analysis, especially in an international context.
4. Ability to work in a multicultural team, and to supervise statistical assistants. Ability to work under pressure, and to meet strict deadlines.
5. Excellent knowledge of one of the two official languages of the Organisation (English and French) including a high quality of drafting ability in that language, and a working knowledge of the other language. Knowledge of the other Member country languages would be an advantage

N.B. Shortlisted candidates for this vacancy may be required to undergo a written exercise.

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.