

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

**UNCLASSIFIED**

**Paris, 13-Jul-99**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 13-Jul-1999**

**HRM/VAC(99)44**

**Telephone : 01 45 24 14 44**

**Telefax : 01 45 24 79 11**

## **OFFICE CIRCULAR**

### **ADMINISTRATOR, (GRADE A2/A3), SALARIES AND PRICES SURVEYS, INTER-ORGANISATIONS STUDY SECTION ON SALARIES AND PRICES**

**Closing date for applications: 20 August 1999**

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

#### **Role**

Under the supervision of the Principal Administrator, Deputy to the Head of the Inter-Organisations Study Section (IOS), and in accordance with the allocation of tasks decided on each year to carry out the programme of work entrusted to the Section, the main responsibilities of the post-holder will be to implement the remuneration methodology as recommended by the Co-ordinating Committee on Remuneration (CCR) and approved by the Councils of the six Co-ordinated Organisations.

#### **Main Duties**

1. Carry out price and family budget surveys (purchasing power parities) in collaboration with national and international statistical offices.
2. Carry out salary surveys in the private sector, national public services and other international organisations. Produce technical and political analyses of issues related to the revision of salaries, allowances or any other item on which the Section's assistance is demanded by the Co-ordinating committee on Remuneration (CCR).
3. Carry out specific studies at the request of the Heads of Administration of the Co-ordinated Organisations, such as reviews of benefit package components.

4. Foster good relations between the Section and national expert statisticians.
5. Assist or represent the Section Head or his deputy at technical meetings.
6. Provide the Secretariat for the different committees served by the Section.

**Principal qualifications and core competences**

1. University degree in statistics, economics or a related field, or equivalent significant and demonstrated experience in work similar to that of the IOS.
  2. At least three years' experience in the management of international salary, tax or pension systems.
  3. Ability to draft minutes and technical documents clearly and rapidly.
  4. Tact and discretion. Ability to work in a multicultural team.
  5. Ability to establish and maintain professional contacts at all levels.
  6. Ability to utilise Excel, Word and Access 97 within a local area network.
  7. Very good knowledge of French or English including good drafting skills and good knowledge of the other language; other European languages would be an asset.
- N.B. Shortlisted candidates for this vacancy may be required to sit a written test.

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.