

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

UNCLASSIFIED

Paris, 04-Aug-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 04-Aug-1999

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OFFICE CIRCULAR

**PRINCIPAL ADMINISTRATOR (GRADE A4),
FISCAL AFFAIRS DIVISION/CENTRE FOR CO-OPERATION WITH NON-MEMBERS,
DIRECTORATE FOR FINANCIAL, FISCAL AND ENTERPRISES AFFAIRS (DAF)**

Closing date for applications: 10 September 1999

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

Role

Within the framework of the programme of work of the Centre for Co-operation with Non-Member Countries (CCNM) and under the general direction of the Head of the Tax Treaty Unit, Fiscal Affairs Division, Directorate for Financial, Fiscal and Enterprises Affairs (DAF), the main responsibilities of the post-holder will be to organise and deliver the part of the programme involving contacts with non-member countries in the area of tax conventions.

Main duties

1. Share responsibility with the Head of the Non-Member Country Unit for the organisation of the programme for policy advice and technical assistance to non-member countries with respect to the negotiation, interpretation and application of tax conventions.
2. Organise and participate in seminars and other activities on tax conventions that take place in the OECD's network of international tax centres (currently Ankara, Budapest, Vienna and Seoul), co-ordinate work with the Moscow and Chinese Tax Centres and organise and participate in in-country activities in the area of tax conventions.
3. Co-operate with other principal administrators of the Fiscal Affairs Division in the provision of policy advice and assistance in the drafting and implementation of tax legislation in the area of international taxation to non-member countries.

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4. Participate in the work related to the development of the OECD Model Tax Convention with a view to allowing non-member countries to benefit from, and participate in, that work.

Principal qualifications and core competencies

1. Advance university degree (or equivalent) preferably with specialisation in the area of taxation.
 2. A minimum of 10 years professional experience in dealing with taxation issues in either government, an international organisation or the private sector.
 3. A minimum of 4 years experience in the negotiation, application and interpretation of tax conventions.
 4. Very good knowledge and understanding of the policy issues in the area of international taxation, and of tax conventions in particular.
 5. Experience in the organisation of policy dialogues on international taxation issues.
 6. Very good presentational skills.
 7. Ability to work in a team and to co-ordinate the work of professional staff. Ability to establish and maintain contacts with senior officials and to work in multi-cultural environment.
 8. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft well in that language; working knowledge of the other language 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.

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.

April 1999