

Paris, 03-11-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 03-Nov-1999

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OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), TRADE POLICY LINKAGES AND STRATEGIES DIVISION, TRADE DIRECTORATE

Closing date for applications: 2 December 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 responsibilities of the post-holder will be to undertake research and analysis on trade and trade-related policy issues, particularly related to trade in services, international trade rules and their bearing on new trade issues, and to contribute to activities within the OECD in support of a strong and open multilateral trading system.

Main Duties

1. Prepare analytical reports on approaches to improve market access and market presence, particularly relating to trade in services and electronic commerce.
2. Provide analysis of existing international trade rules as they apply to a range of new trade areas including trade in services and electronic commerce. Apply policy implications for the work programme of the Trade Directorate in these areas. Prepare other analytical and policy reports on trade and trade-related issues in response to requests by Member countries.

3. Assist in monitoring and analysing developments in international trade relations and in other policy areas impacting on trade.
4. Establish and maintain excellent working contacts at operational level with national authorities and experts (including consultants), other OECD directorates, and international agencies, in particular with the WTO, UNCTAD and World Bank.
5. Participate in the servicing of meetings of the Trade Committee and its subsidiary bodies (preparation of aide-mémoires and carrying out other organisational tasks).
6. Carry out other related duties as assigned.

Principal Qualifications and Core Competencies

1. Advanced university degree in economics or a related subject.
2. At least five years' experience in the fields of trade policy and international trade relations gained through proven practical activities in these areas, preferably in a national administration or international organisation. Working experience with the GATT/WTO system would be a distinct advantage.
3. Proven capacity for analytical and policy-oriented work; ability to conduct research assignments and synthesise technical and policy-oriented issues for a practical-minded audience at the intergovernmental level.
4. Ability to work under pressure, often to tight deadlines; adaptability to new tasks.
5. Strong interpersonal skills. Proven capacity for initiative and diplomacy to enable effective communication and interaction with national delegates, government officials in capitals and other international organisations. Very good political judgement.
6. Excellent oral and written knowledge of one of the two official languages of the organisation (English or French) and a good knowledge of the other. Excellent drafting skills in one of the two, in order to produce papers that are cogent, concise and in a style that is attractive and accessible to senior officials in a highly political environment.

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 Choose *one* of the following methods only:

1. The 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. Copies of diplomas, qualifications etc are **not** required at this stage.*

What to include *Your application must include:*

1. the vacancy reference number, nationality, sex, and date of birth
2. a summary indicating why you feel your qualifications and experience correspond to the job requirements. It should address the qualifications and competences outlined in the vacancy notice.

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.