

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

UNCLASSIFIED

Paris, 26-Jan-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 26-Jan-1999

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OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), PEER REVIEW AND POLICY MONITORING DIVISION, DEVELOPMENT CO-OPERATION DIRECTORATE

Closing date for applications: 25 February 1999

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

Role

Under the direction of the Head of Peer Review and Policy Monitoring Division and the supervision of Principal Administrators, the main responsibilities of the post-holder will be to contribute to reviews of the development co-operation policies and programmes, and analysis of the development co-operation efforts and performance of Development Assistance Committee (DAC) Members - "Country Peer Reviews".

Main Duties

1. Perform, in support of a Principal Administrator or independently, preparatory work (including substantial drafting) for several Peer Reviews annually, including missions to the capitals and field visits to recipient countries.
2. Carry out information collection, monitoring and analysis of the development co-operation efforts and performance of several DAC Members, with reference to agreed DAC strategies and guidelines.

3. Contribute to horizontal tasks of the Directorate and of the Organisation including providing input to the annual Development Co-operation Report of the DAC.
4. Supervise assistants in preparation of Peer Reviews.
5. Assist the Head of Division in specific tasks as required.

Principal Qualifications and Core Competences

1. Advanced university degree in economics, government, law or political science with specialisation in international and development affairs.
 2. Practical experience in a national or international aid agency, preferably both at headquarters and in the field. Experience in international aid consultative processes would be desirable.
 3. Good judgement in dealing with complex and sensitive policy issues. Demonstrated skills in handling policy coherence and non-aid aspects of relations with developing countries would be a definite asset.
 4. Adaptability for taking on new tasks, and for coping with a tight work schedule with frequent missions abroad. Proven ability to work effectively in a multicultural environment, both independently and as part of a team and to supervise support staff; ability to communicate effectively with Delegations; ability to formulate and advance initiatives.
 5. Demonstrated ability to produce clear and concise drafts of technical and policy-oriented reports in English or French.
 6. Excellent ability in one of the official languages of the Organisation (English or French) and good working knowledge of the other. Knowledge of languages of other Member countries 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 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 this 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.