

Paris, 26-Jan-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 26-Jan-1999

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OFFICE CIRCULAR

HEAD OF COUNTRY STUDIES - V DIVISION (GRADE A5), ECONOMICS DEPARTMENT

Closing date for applications: 25 February 1999

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

Role

Under the supervision of the Director and the Deputy Director of the Country Studies Branch, the holder of this post is responsible for organising and directing work on a group of six Member countries, covering a wide range of economic issues, for the Committees served by the Department and for publication, for following related work and for co-ordinating with other parts of the Department and with other Directorates.

Main Duties

1. Plan, organise and supervise the Division's programme of work and ensure its smooth operation. This work, which may be carried out by a multinational team of economists, statistical assistants and programmers, includes:
 - drafting and editing documents intended for Committees, in particular the draft annual Surveys of the countries covered by the Division;
 - designing and supervising research projects (including those carried out by consultants);

- keeping abreast of new and useful developments in the fields that are of direct relevance to the work of the Department;
 - contributing regularly to the Department's publications (Economic Surveys, Economic Outlook, Monographs, Economic Studies, Working Papers).
2. Contribute to the planning and organising of meetings and other aspects of the Department's programme of work. Participate in the general work of the Department, in particular ensuring consistency in the area of work for which the post-holder takes the lead.
 3. Represent the Department and the Organisation at internal and external meetings, or on country missions. Ensure co-operation in areas of the post-holder's competence with other parts of the Organisation.
 4. Supervise, motivate and contribute to the professional development of staff under his/her direction within the framework of the staff policy of the Organisation and of the Department. Participate in the Department's recruitment procedures, including interviewing and assessing candidates for professional posts.
 5. Establish and maintain close contact with national authorities, research institutes and other international organisations.

Principal Qualifications and Core Competences

1. Advanced university degree in economics, including both macro- and micro-economic theory and preferably extensive experience in quantitative applied economic analysis.
2. Extensive knowledge of the application of economic reasoning to a wide range of policy questions. A minimum of ten years' experience of policy analysis, preferably at a responsible level, in a national administration or international organisation. Familiarity with the economies of several of the countries covered by the Division.
3. Strong managerial and organisational skills. Proven experience in building and managing teams of economists and in guiding and motivating multicultural staff.. Ability to lead discussions in Committees and Working Parties and to liaise with senior officials and members of Delegations.
4. Knowledge of both official languages of the Organisation (English and French) and demonstrated ability to draft both technical and policy-oriented papers in at least one of them. Knowledge of the languages of the countries covered by the Division would be an advantage.

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.