OFFICE CIRCULAR

SUBJECT: HEAD OF DIVISION (GRADE A5), URBAN AFFAIRS DIVISION, ENVIRONMENT DIRECTORATE

Closing date for applications: 18th December 1991.

Duties:

Under the supervision of the Director of the Environment Directorate:

1. To advise on policies and strategies for addressing the mix of economic, social and environmental problems concentrated in cities.

2. To participate in the development and conduct of the OECD’s work programme on urban affairs, and to promote its integration with other related activities in the Organisation.

3. To direct and manage the Urban Affairs Division.
Principal qualifications:

1. Advanced university degree in a discipline directly relevant to the economic, social and environmental orientations of the Organisation’s urban affairs work programme. Some training in economics at university level is essential. Proven ability to deal with policy questions on a multi-disciplinary basis.

2. Senior level work experience specifically involving urban issues, with some international experience being desirable.

3. Proven managerial ability, including, e.g. managing staff, directing work of experts, supervising preparation of technical reports. Experience with heading interdisciplinary bodies or co-ordinating inter-agency committees or task groups would be an advantage.

4. A high level of drafting and analytical skills, including the ability to think creatively and conceptually, and to formulate and present policy recommendations to senior government officials.

5. Excellent drafting and speaking ability in either French or English, and good knowledge of the other language.