OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3) IN THE PUBLIC ECONOMICS DIVISION, ECONOMICS AND STATISTICS DEPARTMENT

Closing date for applications: 18 December 1991.

Duties:

The holder of this post will be responsible, under the supervision of the Head of Division, for the following main tasks:

1. Analyses of specific issues in the area of public sector economics such as government spending, regulation, privatisation and public sector efficiency. Monitoring of budgetary developments and analysis of fiscal policy trends.

2. Quantitative work to improve the analytical tools used to assess the stance and the impact of fiscal policy, in the context of the semiannual Department’s forecasting exercise.
3. Contribution to the drafting of documents on fiscal issues for the Economic Policy Committee and its Working Parties. This work may be included in the "OECD Economic Outlook" or in other Secretariat publications.

4. Maintenance in conjunction with other OECD Directorates of appropriate data bases on government spending and its structure. Liaison with the Country Studies Branch of ESD and other OECD Directorates on public economics issues.

Principal qualifications:

1. Advanced university degree in economics.

2. Experience in applied economic analysis and economic research, particularly in the area of public sector economics, including fiscal policy. Good knowledge of the relevant theoretical and empirical literature and experience in evaluation of public spending, social programmes, regulation and/or privatisation would be an advantage.

3. Experience in drafting policy-oriented reports. Institutional knowledge of tax systems and budget procedures of some of the larger Member countries would be an advantage.

4. Command of one of the two official languages of the Organisation (English and French) and proven drafting ability in that language. Good knowledge of the other official language is desirable.