Office Circular

Administrator (Grade A2/A3), Economic Statistics and National Accounts Division, Economics and Statistics Department

Closing date for applications: 23rd March 1992

Duties:

In the framework of the activities of the Centre for Co-operation with European Economies in Transition and under the direct supervision of the Head of the Central and Eastern European Statistics Section, the post-holder will undertake the following tasks:

1. Collect information on the sources and methods used to compile general economic statistics in Central and Eastern European countries including the Republics of the ex-Soviet Union. This will involve literature searches, visits to the countries concerned and organisation of surveys of statistical methods.
2. Provide technical assistance to staff in national statistical offices in central and eastern Europe in areas such as national accounts, price statistics, and short-term economic indicators.

3. Prepare reports on the coverage, reliability and comparability of economic statistics in these countries. These reports will serve as documentation for conferences and workshops, and may also be published as "Sources and Methods" manuals.

4. Provide advice to users on the correct interpretation of central and eastern European statistics.

5. Supervise the work of statistical assistants in establishing and maintaining data bases of economic statistics for central and eastern European countries.

6. Arrange for the publication of central and eastern European statistics both in ad hoc statistical reports and in OECD’s regular statistical publications.

Principal qualifications:

1. Advanced university degree or equivalent qualification in economics, econometrics or statistics.

2. Expertise in statistical concepts and methodology and in techniques of statistical analysis.

3. Ability to draft statistical reports in a clear and concise manner.

4. Ability to direct and supervise the work of statistical assistants.

5. Command of one of the two official languages of the Organisation (English and French) and ability to work in the other. Ability to draft well in one of these languages. Knowledge of one or more languages of central and eastern Europe would be an advantage.