OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), CENTRE FOR CO-OPERATION WITH EUROPEAN ECONOMIES IN TRANSITION

Closing date for applications: 6 April 1992

Duties:

Under the supervision of the Assistant Secretary-General, (Director of the Centre) and the Deputy to the Director, the post-holder will be required to:

1. Assist the Deputy to the Director in running the Centre and, in this capacity, assist in co-ordinating work on substantive issues by:
   • - keeping abreast of macroeconomic developments in the European economies in transition and monitoring structural reforms in these countries; attending meetings involving analytical issues taking place both inside and outside the Organisation and reporting on them;
• reviewing directorates’ proposals for work on these countries, and designing with directorates a programme of analytical work; reviewing final drafts submitted to relevant groups and/or committees;

• planning, co-ordinating and monitoring the Centre’s activities related to European economies in transition;

• co-ordinating OECD activities related to these countries and making recommendations for improvements;

• participating in the screening of requests for activities from directorates and from representatives of these countries and developing activities to respond to these requests.

2. Prepare reports and documentation on the Centre’s activities for the Group of the Council on Non-Member Economies and any other relevant bodies. Draft reports and correspondence for the Assistant Secretary-General, Director of the Centre and the Deputy to the Director on issues related to co-operation with central and eastern European countries.

3. Develop and manage relations with other parts of the Organisation, and other international organisations, concerning the Centre’s activities.

4. Contribute to the preparation and follow up of the annual work programme of the Centre.

5. Represent the Centre on various occasions both inside and outside the Organisation including meetings for co-ordination activities with other international organisations and representatives from central and eastern Europe.

Principal qualifications:

1. Good university degree in economics, preferably at post-graduate level.

2. Very good empirical knowledge of macro and micro/structural economic problems in an international setting. Experience in dealing with economic problems of central and eastern European countries would be an asset.
3. • Strong organisation skills. Adaptability and capacity to work simultaneously on numerous projects. Precision and efficiency. Flexibility and willingness to work in a high pressure environment.

4. • Ability to work independently and as part of a team; to supervise and co-ordinate the work of others; to establish and maintain contacts with officials of different levels.

5. • Excellent knowledge of one of the two official languages of the Organisation and excellent drafting ability in that language. Good knowledge of the other official language. Knowledge of one or more central or eastern European languages would be an advantage.