OFFICE CIRCULAR

VACANCIES FOR JUNIOR ADMINISTRATORS (GRADE A1) FOR THE YOUNG PROFESSIONALS PROGRAMME

Closing date for applications: 21 April 1992

Shortlisted candidates will be interviewed by an inter-Directorate Panel, and may be asked to submit samples of their work.

Main Duties:

Under the supervision of a more senior official, the post-holders will be asked to participate in the preparation of studies and documents in areas dealt with in the Directorate(s) concerned and, to this effect, will be called upon to carry out tasks such as:

1) Research for documentation and/or literature reviews.

* As Junior Administrators are called upon to work in more than one Directorate during their two-year appointment, their duties may only be set out in general terms.
2) Collection, organisation, evaluation and interpretation of statistical data.

3) Empirical analyses.

4) Preparation of notes and first drafts of reports.

5) Attendance of Committee and Working Party meetings.

In operational Directorates, Junior Professionals will be associated with the Directorate mainstream activities and may be assigned specific tasks, such as assisting in improving methods in the collection, treatment or dissemination of data and carrying analytical studies pertinent to the Directorate’s activities. In service sectors, the post holders will be involved in management oriented activities such as Personnel, Budget, Computer, etc.

Principal qualifications:

1. Academic and work experience

Candidates should have a higher university degree in economics and/or another subject of relevance to the OECD’s work. A PhD would be a definite advantage, some relevant work experience would also be an added advantage.

2. Personal Qualities

Enthusiasm for and genuine interest in the work of OECD in promoting international co-operation. Good communication skills and a high standard of professional competence.

3. Languages

Very good knowledge of one of the two official languages of the Organisation (English and French) and the ability to draft in that language are required, as is some knowledge of the other.

4. Age Limit

Applicants would not normally be more than 30 years of age.

BEFORE APPLYING PLEASE READ THE INFORMATION NOTE ON THE YOUNG PROFESSIONALS PROGRAMME AVAILABLE FROM HUMAN RESOURCE MANAGEMENT DIVISION