ADMINISTRATOR (RECRUITMENT) (GRADE A2/A3), HUMAN RESOURCE MANAGEMENT DIVISION, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 29 April 1992

•Duties :

•Under the supervision of the Head of the Recruitment and Management Section, undertake the following tasks:

•1. Handle the Organisation’s recruitment activities, including the preparation of forecasts of upcoming vacancies in order to identify future recruitment needs; assist in the planning and execution of recruitment missions; interview and screen candidates; propose and undertake recruitment efforts in the areas of under-represented countries and female candidates; make presentations about the Organisation; promote the OECD’s image as an employer; prepare statistics on recruitment as appropriate.
2. Oversee the maintenance and development of the Organisation’s Candidates Reserve System, and propose ways in which the system can be developed and streamlined using up-to-date software.

3. Handle the Organisation’s Young Professional Programme, including planning and carrying out the annual recruitment rounds; interact with Directorates and Services on questions related to recruitment and placement of Young Professionals; act as Personnel Officer for the Young Professionals, advising on assignments and professional development with a view to preparing the Young Professionals for future work in the Organisation.

4. Administer the Organisation’s various trainee schemes. Assist in the selection and act as Personnel Officer for the trainees working in the Organisation.

5. Supervise the Recruitment Unit responsible for the day-to-day work in the above areas.

6. Liaise with the Permanent Delegations on issues related to recruitment, Young Professionals and trainees.

7. Participate, where appropriate in other work in the Section.

Principal qualifications:

1. University degree in human resource management, public or business administration or other related areas. Professional experience in the areas of recruitment and human resource management.

2. Strong interpersonal skills and ability to make presentations to candidates and other people who may be of assistance in the Organisation’s recruitment efforts. Ability to interview candidates and to advise candidates and staff on issues related to career and professional development.

3. Proven supervisory experience and ability to co-ordinate and direct the work of a team.
4. Ability to plan and execute work under pressure and with tight deadlines. Ability to establish and maintain good relations inside and outside the Organisation.

5. A knowledge of modern management techniques, including a good understanding of data processing, particularly as applied to personnel, administrative or management fields.

6. Very good knowledge of English or French and a good knowledge of the other language. Ability to draft well in one of the two languages. Knowledge of other languages would be an advantage.