HEAD OF THE HUMAN RESOURCE MANAGEMENT DIVISION (GRADE A5), DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 26 June 1992

Duties:

Under the supervision of the Director for General Administration and Personnel and the Head of Personnel, the incumbent of the post will be responsible for the Human Resource Management Division, currently comprising 40 members of staff, and will fulfil the following duties:

1. Organise, co-ordinate and direct the work of the Human Resource Management Division of the Organisation and in this capacity daily supervise personnel management services (including performance management and career development) provided to staff and managers of the OECD (about 1,800 persons); direct the Organisation’s recruitment activities (including auxiliaries, trainees and young professionals), the job classification programme and the training programme.
2. Ensure the application throughout the Organisation of standard personnel management procedures, adapting them to differing and evolving requirements as necessary.

3. Direct and participate in the innovation and development of Human Resource Management policy.

4. Assist the Head of Personnel and, in the absence of the Head of Personnel, take charge of any functions delegated by him.

Principal qualifications:

1. Advanced university degree in personnel management or public administration or equivalent experience.

2. Human qualities in dealing in a fair and equitable manner with individuals and groups, on all questions related in the widest sense to personnel management.

3. Excellent knowledge of both official languages of the Organisation (French and English) and ability to draft well in one of these languages.