OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), FISCAL AFFAIRS DIVISION IN THE FINANCIAL, FISCAL AND ENTERPRISE AFFAIRS DIRECTORATE

Closing date for applications: 31 July 1992

Duties:

• Under the general guidance of the Head of Division:

1. To service the Committee on Fiscal Affairs and its Working Parties and to contribute to the activities of other Directorates in the Organisation.

2. To prepare analytical papers on international and domestic tax issues and to have the main responsibility for servicing the Committee’s Working Party on Tax Analysis and Tax Statistics.

3. To develop and supervise the reporting systems on tax revenues and the tax/benefit position of households and on the distributional aspects of taxation.
4. • To participate in the analytical work undertaken on the tax systems of Economies in Transition.

5. • To supervise the work of other professional staff and to maintain regular contact with government officials in capitals and members of other international fora.

Principal qualifications:

1. • Advanced university degree in economics with specialisation in public finance.

2. • Extensive knowledge and experience (acquired in a national administration or in an international organisation) in the areas of work covered by the Division; capacity to work in a multidisciplinary manner and to undertake comparative analysis of Member countries’ tax policies.

3. • Familiarity with statistical techniques and econometric analysis of tax data.

4. • Ability to take responsibility, to co-ordinate a number of multidisciplinary activities and to lead discussions in expert groups.

5. • Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft well in that language; good knowledge of the other.