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

Closing date for applications: 20 July 1992

Duties:

Under the direction of the Head of the Operations and Policy Section, the post-holder will, as head of a Unit, be responsible for the selection, recruitment, placement and management of staff for a selected number of Directorates. The post-holder will:

1. Supervise and personally participate in all activities related to the selection and recruitment of all categories of staff for the sectors of the Organisation assigned to the Unit, ensuring that the best qualified candidates are selected in relation to the job requirements (analysis of recruitment requests, search for candidates, evaluation of candidatures...
including those on the Candidate Reserve System; interviews, short-listing, discussion of terms and conditions of employment, offer letter, etc.). Ensure that all recruitment procedures are implemented in line with OECD’s policies and practices and that the Staff Rules, Regulations and Instructions and the relevant financial rules of the Organisation are correctly interpreted and applied.

2. Examine the grounds for all requests affecting the management of the staff (promotions, transfers, redeployment, renewal and termination of appointments) and initiate the appropriate action. Advise supervisors and staff members on possible solutions to specific problems and conflict situations.

3. Supervise the determination of rights to indemnities and allowances, leave, reimbursement, etc., and the entering and updating of this information in the relevant data base.

4. Participate in the formulation and implementation of new policies and work methods in the field of recruitment transfer and promotion. Draft background reports and documentation relating to specific topics in these fields and evaluate progress in defined areas of policy related to recruitment etc. Prepare reports and participate in informal working groups as required.

5. Assist the Head of Human Resource Management Division and the Head of the Operations and Policy Section as required.

Principal qualifications:

1. University degree in public or business administration or other relevant discipline. Academic qualifications in the field of personnel management or a related field would be a distinct advantage.

2. Experience in the recruitment and placement of staff and in the human resource management field in general, preferably in an international organisation. Proven ability to evaluate the professional background of candidates at all levels.
3. Broad knowledge of the fields of activities dealt with by the Organisation.

4. Knowledge of modern management techniques, including a good understanding of informatics, particularly applied to the personnel or management fields, and a knowledge of statistical methods.

5. Proven ability to supervise a small team of administrative and secretarial staff.

6. Excellent knowledge of the two official languages of the Organisation (English and French). The ability to interview and draft letters and discussion papers concisely in both languages is indispensable.