ADMINISTRATOR (GRADE A2/A3), ECONOMIC STATISTICS AND NATIONAL ACCOUNTS DIVISION, STATISTICS DIRECTORATE

Closing date for applications: 12 November 1992

Duties:

Under the supervision of the Head of the Structural Statistics Section of the Economic Statistics and National Accounts Division, the post holder is responsible for the management of the Labour Force Statistics Unit.

1. To arrange for the collection of population and labour force statistics from Member countries. This involves ongoing development and regular updating of data transmission techniques by computer-to-computer links or in machine-readable form to replace conventional transmission methods using printed questionnaires or national publications. To keep abreast of technological developments in information processing so as to maximise both efficiency in the management of the data base and accessibility by users outside the Division.
2. To keep informed about the content and coverage of labour force statistics in Member countries. This involves investigating the methods of data-collection, the definitions used for the labour force and its components, and the types of industrial and occupational classifications in use.

3. To co-operate actively with other international organisations, especially the ILO and Eurostat, in the development of international guidelines for statistics of the population and components of the labour force. To maintain contacts with the relevant divisions in other parts of the Organisation.

4. To draft reports on the labour force concepts and definitions for discussion at international meetings and working parties convened to develop and refine international standards for labour force statistics, and to take an active part in such meetings.

5. To facilitate the use of labour force statistics together with statistics in related data bases, such as Main Economic Indicators, National Accounts, Capital Stocks and the Analytic Data Base. This involves the development and maintenance of modern data-base management techniques that enable users to interface directly with related data bases.

6. To provide professional guidance to users within the OECD on the population and labour force statistics available at OECD and to advise on their reliability and proper interpretation.

Principal qualifications:

1. Advanced university degree or equivalent qualification in economics, econometrics or statistics.

2. Expertise in statistical concepts and methodology and in techniques of statistical analysis.

3. Ability to draft statistical reports in clear and concise manner.

4. Ability to direct and supervise the work of statistical assistants.

5. Command of one of the two languages of the Organisation (English and French) and ability to work in the other. Ability to draft well in one of these languages.