OFFICE CIRCULAR

HEAD OF DIVISION OF FINANCING AND OTHER EXPORT QUESTIONS (GRADE A5), TRADE DIRECTORATE

Closing date for applications: 8 December 1992

Duties:

Under the supervision of the Director and Deputy Director, the post-holder will:

1. Organise, co-ordinate and direct work of staff involved in activities related to export financing, insurance and other export questions (with particular emphasis of inter-governmental co-operation in the fields of export credits and their interrelation with trade policy and micro or macro-economic issues).
2. Define the general outline of studies and research work and supervise the preparation of work documents and reports for submission to the competent bodies of the Organisation, in particular to the Export Credit Group and meetings of Participants in the Export Credit Arrangement and their subsidiary group.

3. Further develop the outline of the computer-based statistical and communications systems maintained in the Division in support of the Export Credit Arrangement.

4. Ensure the secretariat of the export credit bodies and the execution of the particular tasks entrusted to the Secretariat in the operation of the Export Credit Arrangement.

5. Follow developments in Member countries’ export credit policies and practices as well as the work closely related to the activities in the Division undertaken within and outside the Organisation.

Principal qualifications:

1. University degree obtained after advanced studies in economics and law, or equivalent.

2. Extensive knowledge of and experience in the fields of export financing and related questions, acquired in a national administration or international organisation, and in the treatment of these questions at intergovernmental level.

3. Ability to direct and co-ordinate work in the above fields and to establish and maintain professional contacts within and outside the Organisation, in particular with senior officials in capitals.

4. General knowledge of the use of micro computers (in particular data bases, communications and spreadsheets). Familiarity with other export promotion instruments would be an advantage.

5. Excellent knowledge and drafting ability in one of the official languages of the Organisation (English and French). A very good knowledge of the other official language would be considered an advantage.

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