ADMINISTRATOR (GRADE A2/A3), CENTRE FOR CO-OPERATION WITH THE ECONOMIES IN TRANSITION

Closing date for applications: 14 October 1993

Duties:

Under the general guidance of the Assistant Secretary-General (Director of the Centre) and the Deputy Director, and under the direct supervision of a Principal Administrator, the post-holder will be required to undertake the following duties:

1. To assist in the preparation and presentation of reports for Country Consultative Group meetings that will be held to co-ordinate technical and other assistance to each of the New Independent States of the former Soviet Union (NIS). To this end the Administrator will be required to ensure that the OECD is fully informed about the technical assistance being provided by the donor community and also has full information on the recipient countries’ technical assistance needs and priorities.
2. Using information contained in the OECD Register, draft reports drawing the donor community's attention to recipient countries' needs and priorities, assessing the technical assistance being provided in relation to these needs and priorities, and identify gaps in donors' efforts as well as duplication of assistance where this arises.

3. To organise and undertake missions to the NIS in order to become familiar with the economic situation and prospects for the recipient republics, and to establish and develop contacts.

4. Assist with the design, management and co-ordination of the OECD Centre for Co-operation with the Economies in Transition's own programme of technical assistance to the NIS and central and eastern Europe.

Principal qualifications:

1. University degree in economics, preferably at post-graduate level.

2. Very good empirical knowledge of macro and micro/structural economic problems in an international setting. Experience in dealing with the economic problems of the NIS would be an asset. Experience in analysing information on aid flows and in the provision of technical assistance in a bilateral and multilateral context would be an advantage.

3. Strong organisation skills. Adaptability and capacity to work simultaneously on numerous projects. Precision and efficiency. Flexibility and willingness to work in a high pressure environment.

4. Ability to work independently and as part of a team.

5. Ability to work with other international agencies on technical assistance projects.

6. Excellent knowledge of one of the two official languages of the Organisation (English and French) and excellent drafting ability in that language. Good knowledge of the other official language. Knowledge of one or more central and eastern European/NIS languages, particularly Russian, would be an advantage.