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

Closing date for applications: 26 April 1994

The OECD is an equal opportunity employer and encourages applications from female candidates

Duties

Under the supervision of the Deputy Director and the Principal Administrators, the post-holder will be required to:

1. Assist in reviewing proposals for work from directorates and requests concerning activities from the central and eastern European countries (CEECs), in monitoring implementation of activities and in preparing working files concerning the co-ordination of activities.

2. Monitor developments and reforms in the European economies in transition in a number of substantive areas. Prepare subject files, draft background papers and attend relevant meetings in these areas, preparing résumés on the discussions and the decisions taken.
3. Prepare draft reports, speeches and correspondence; arrange visits and meeting schedules for the Assistant Secretary-General (Director of the Centre) and the Deputy Director. Write summary reports on these visits and meetings.

4. Assist in the preparation and circulation of documentation received and in assuring effective information relating to the Centre’s activities.

**Principal qualifications**

1. Good university degree, preferably in economics or equivalent.

2. Professional experience in macro and micro-structural analysis, preferably within an international setting. Experience in dealing with economic problems and assistance programmes of CEECs would be an asset.

3. Good knowledge of information technology and experience in the use of computers, including statistical software.

4. Ability to work under pressure and to assess priorities. Sense of order, method, initiative and responsibility. Good interpersonal skills, ability to co-ordinate activities and capacity to work effectively as part of a team.

5. Excellent knowledge of both official languages of the Organisation (English and French) and ability to draft well in one of them. Knowledge of one or more languages of Central and Eastern Europe would be an advantage.