OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4) IN THE MONEY AND FINANCE DIVISION,
DEPARTMENT OF ECONOMICS

Closing date for applications: 29 April 1994

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

Duties

Under the supervision of the Head of Division, the holder of this post will be entrusted with the following main tasks:

1. Analysing the economic policy implications of domestic financial and foreign exchange market behaviour and systemic issues in OECD countries, with emphasis on those in the three largest countries with OECD-wide implications.
2. Contributing to the Department’s regular forecasting exercise, and drafting notes and reports -- on domestic and international financial policy issues -- for the Economic Policy Committee and to the preparation of relevant sections in reports for the Economic and Development Review Committee.

3. Participating in general research on monetary and financial issues and their implications for policy. This will imply advising on how to incorporate advances in the literature into the Department’s quantitative analytical framework.

4. Providing regular briefings on current monetary and foreign exchange policy issues to senior staff of the Department and to the Secretary-general.

5. Liaising with senior economists in the monetary authorities of Member countries and in other international organisations as well as with financial analysts in the private sector.

6. Liaising with the Statistics Directorate and the Directorate for Financial, Fiscal and Enterprise Affairs on development and supervision of statistical work for the establishment and maintenance of a high-frequency financial database.

**Principal qualifications**

1. Advanced university degree in economics.

2. Extensive experience in applied economic analysis and in economic research, particularly in the field of money and finance. Proven drafting and editing experience with policy-oriented reports is essential.

3. Practical experience in analysing and interpreting developments in foreign exchange markets and in financial markets. Wide knowledge of the relevant theoretical and empirical literature.

4. Good knowledge of the institutional features of the financial systems in the larger Member countries. Experience in a relevant national or international institution would be an advantage.

5. Command 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 is desirable.