OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), CENTRE FOR CO-OPERATION WITH THE ECONOMIES IN TRANSITION

Closing date for applications : 8 July 1994

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

Duties

Under the supervision of the Assistant Secretary-General, (Director of the Centre) and the Deputy Director, the post-holder will be required to:

1. Assist in managing, co-ordinating and monitoring activities carried out in favour of a number of transition countries. This involves:

   - contributing to the preparation of the annual work programme of the Centre on these countries, i.e. assessing priorities, and making suggestions for work on these countries; screening proposals for activities made by Directorates; designing with them a relevant programme of work after liaising and discussing with recipient countries to identify their needs and priorities;
- monitoring the implementation of the work programme carried out by the substantive Directorates using, in particular, the AIMS system; identify difficulties encountered in the implementation of the programme and suggesting changes as necessary;

- co-ordinating activities related to these countries and making recommendations and improvements.

2. Participate in Consultative Groups (CG) and local co-ordination meetings, and prepare any documentation required, including, as necessary, reports for pre-CG’s and CG’s.

3. Prepare reports and documentation on the Centre’s activities for the Group of the Council on Non-Member Economies and any other relevant bodies, notably the CCET Working Party. Draft reports, speeches and correspondence for the Assistant Secretary-General, Director of the Centre and the Deputy Director on issues related to co-operation with these transition countries.

4. Develop and manage relations with other parts of the Organisation, and other international organisations, concerning relevant Centre activities, in particular IMF, NATO, EBRD.

5. Represent the Centre on various occasions both inside and outside the Organisation including meetings with representatives from the transition countries and for co-ordination activities with other international organisations.

6. Review of material proposed for publication in the Centre’s series, for areas under his/her responsibility.

7. Supervise the work of an administrator who assists in carrying out the above duties.

8. Keep abreast of the general economic situation and reform programme in the region generally, and in particular on the countries for which the official has specific responsibilities.

**Principal qualifications**

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

2. Good empirical knowledge of macro and micro/structural economic problems in an international setting. Experience in dealing with the economic problems of the transition countries, as well as 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 organisational 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; to supervise and co-ordinate the work of others; to establish and maintain contacts with officials of different levels.

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

6. Excellent knowledge of and drafting ability in one of the two official languages of the Organisation (English and French). Good knowledge of the other. Knowledge of Russian or a Central and Eastern European language would be an advantage.