OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), CENTRAL AND EASTERN EUROPE DIVISION, ECONOMICS DEPARTMENT

Closing date for applications: 8 August 1994

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

Duties

Under the supervision of the Head of Division, the post-holder will be required to:

1. Undertake basic analysis of economic developments and the process of economic reform in two or more countries of Central and Eastern Europe; monitor developments in these countries and, more generally, the region as a whole; prepare projections for output, inflation and balance of payments for these countries.
2. Take responsibility for, and co-ordinate the work of other Administrators in the preparation of periodic reports on these countries for the Economic and Development Review Committee.

3. Undertake such special studies on reform issues in either an individual country or on a cross-country basis, according to priorities established in the Centre for Co-operation with European Economies in Transition.

4. Direct the work of one or more economists, statistical assistants and secretarial support staff.

**Principal qualifications**

1. Advanced university degree in economics, and several years experience in applied economic analysis, particularly in an international and cross-country setting. Familiarity with general techniques of econometrics and statistics.

2. Proven ability to bring sound economic reasoning and relevant data to bear on a wide range of both macroeconomic and structural policy issues. Specific knowledge of the functioning of one or more of the economies of central and eastern Europe would be an advantage.

3. Ability to organise projects and supervise the work of other professional economists and statistical assistants.

4. Very good knowledge of one of the two official languages of the Organisation (English and French) and proven drafting ability in that language; working knowledge of the other language. Knowledge of one or more central or eastern European languages would be an advantage.