OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), DIVISION OF FINANCING AND OTHER EXPORT QUESTIONS, TRADE DIRECTORATE

Closing date for applications: 29 March 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:

1. Develop and draft studies and reports on export credit issues for submission to the Export Credit bodies served by the Trade Directorate.

2. Participate in meetings of the Export Credit bodies.

3. Maintain and expand knowledge of policies, practices and major transactions in the field of export credit insurance and finance.
4. Provide guidance to statistical staff on collection and processing of data and creation of statistical presentations relevant to export credits.

**Principal qualifications**

1. Advanced university degree in economics or law, or equivalent in knowledge and/or experience.

2. Very good knowledge and solid experience in the fields of export credit insurance and financing acquired in a national administration, export credit agency or international organisation.

3. Proven ability to work independently and as part of a team, to co-operate with other Directorates and to maintain contacts with other international organisations and Member countries.

4. General knowledge of computer processing, and the use of spreadsheet and communication software would be considered an advantage.

5. Very good oral and written skills, including drafting in one of the official languages of the Organisation (English and French). A good knowledge of the other official language would be an advantage.