OFFICE CIRCULAR

HEAD OF DIVISION (GRADE A5), OUTLOOK AND COUNTRY STUDIES DIVISION, DIRECTORATE FOR SCIENCE, TECHNOLOGY AND INDUSTRY

Closing date for applications: 14 November 1994

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

Duties

Under the supervision of the Deputy Directors, the post-holder will be required to:

1. Develop and direct the Division’s programme of work as it relates to i) the development of country reviews for science, technology and innovation policies; ii) the development of an integrated annual review and outlook in the areas of science, technology, information technology and industrial policies. Ensure the servicing of relevant committees in the above subject areas.
2. Design and implement a co-ordinating role for the Division to ensure that work on the annual review and outlook is carried out in co-operation with other policy divisions and other Directorates as necessary on an established calendar.

3. Revise the country review process in the context of the DSTI work programme; supervise the country review process, liaising with other Directorates involved in country reviews, and ensure the timely diffusion of results.

4. Co-ordinate the work of the Directorate on Partners in Transition (PIT) countries and the Newly Independent States (NIS). Supervise the work of the Economies in Transition Unit. Co-ordinate the Centre’s work programme discussions and implementation within the DSTI.

5. Manage permanent staff as well as consultants and financial resources, in such a manner as to maximise the efficiency and productivity of the Division.

6. Interact with senior government officials to define the scope and timetable for country specific studies in the above areas of responsibilities.

**Principal qualifications**

1. Advanced university degree in economics or a related social science.

2. Proven ability to supervise and to motivate staff at different professional levels. Ability to co-ordinate work across units not directly supervised. Capacity to stimulate team working methods and to act and think creatively is essential.

3. Extensive experience in two areas: the design, implementation and final production of analytical texts (such as the Outlooks and Annual Review of Industrial Policies) requiring inputs from both Member countries and OECD staff; the scoping, design and implementation of country reviews (e.g. economic, science/technology, industry, environment, etc.) which require consensus building with all partners in the exercise, as well as the political management of the process.

4. Proven ability to act effectively in a wide range of cultural and political contexts and to promote new approaches to work. Ability to carry out complex negotiations with countries on texts produced within the Secretariat.

5. Excellent knowledge of one of the official languages of the Organisation (English and French) and proven ability to draft well in that language; good working knowledge of the other.