OFFICE CIRCULAR

VACANCIES FOR YOUNG PROFESSIONALS (GRADE A1)  
(FIVE POSTS)

[Duration of appointment: Fixed term (two years)]

Closing date for applications: 16 December 1994

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

The Young Professionals Programme assists the OECD in recruiting young and highly-qualified professionals who are interested in making a career in the Organisation. Five young professionals are appointed each year for a two-year period and work successively in two or three areas of the Organisation. At the end of that period it is expected that they will be able to compete successfully for appointment to Administrator posts.

Shortlisted candidates will be interviewed and may be asked to submit samples of their work.

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**Duties**

Under the supervision of a more senior official, the incumbent will participate in the preparation of studies and documents of the Directorates concerned and may be called upon to:

1. Participate in the drafting of proposals and documents for Committees and other meetings serviced by the Directorate;
2. Attend Committee and Working Party meetings and draft summary records;
3. Carry out research and/or literature reviews;
4. Assist in monitoring developments in relevant policy areas;
5. Draft statistical reports, collect, organise, evaluate and interpret statistical data;
6. Supervise statistical assistants and other support staff;
7. Liaise with other parts of the OECD, research and government institutions in OECD Member countries and/or in central and eastern European countries, as well as with other international organisations.

**Principal qualifications**

1. **Academic and work experience**

Candidates should have a PhD in economics and/or another subject of relevance to the OECD’s work. Candidates with Masters degree(s) should have a minimum of two to three years’ experience in the fields relevant to the OECD’s work. Experience in research and analytical activities is particularly advantageous.

2. **Personal Qualities**

Excellent communication skills and a high standard of professional competence. Excellent interpersonal, negotiation, and diplomatic skills. Ability to work in a multicultural team environment. Genuine interest in the work of OECD in promoting international co-operation.

3. **Languages**

Very good knowledge of one of the two official languages of the Organisation (English and French), and the ability to draft well in that language. Some knowledge of the other language is also required.
4. **Age Limit**

Applicants should not be under 26 years of age or more than 33 years of age on 1.9.95.

BEFORE APPLYING PLEASE READ THE INFORMATION NOTE ON THE YOUNG PROFESSIONALS PROGRAMME AVAILABLE FROM THE HUMAN RESOURCE MANAGEMENT DIVISION