OFFICE CIRCULAR

HEAD OF DIVISION (GRADE A5), ECONOMIES IN TRANSITION DIVISION, DIRECTORATE FOR EDUCATION, EMPLOYMENT, LABOUR AND SOCIAL AFFAIRS

Closing date for applications: 21 April 1995

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

Duties

Within the framework of the activities of the Centre for Co-operation with the Economies in Transition and under the supervision of the Director and Deputy Director, the post-holder will be required to:

1. Design, develop and implement the programme of work of the Division in the areas of labour market, social policies and education, on the lines indicated by the Council. This will involve developing the capacity of the Division to monitor, analyse and evaluate developments in central and eastern European countries, Russia and other Newly Independent States (NIS), drawing on new quantitative and qualitative data sources.
2. Manage the analytical and policy work of the Division, ensuring that it is timely, meets the policy objectives of the participating countries and is of the required high standard.

3. Supervise the implementation of the Partners in Transition programme as well as projects carried out in other countries of Central and Eastern Europe and in the NIS.

4. Recruit and direct the staff of the Division necessary to conduct the programme of work: permanent professional full-time consultants and support staff, as well as occasional consultants.

5. Develop and maintain contacts at the highest levels with officials in national administrations in central and eastern European countries (CEECs) and NIS, as well as in OECD Member countries and other international organisations working in this field.

6. Liaise closely with other parts of the Directorate and with relevant Directorates in the Organisation to ensure successful integration of the Division’s activities.

7. Prepare briefing and other background material, as required, for senior management of the Organisation as well as reports for relevant intergovernmental policy bodies.

8. Represent the Organisation at a high level on labour market, education and social policy issues in the CEECs and NIS, including, as necessary, with ministers and senior officials.

Principal qualifications

1. Advanced university degree in economics. Practical experience and specific achievements demonstrating a high degree of competence in the main aspects of the Division’s work on labour market, social policies and education and familiarity with the remaining aspects.

2. Several years’ relevant experience in government, international organisations or research institutes would be an advantage, especially if it demonstrated high level competence in designing, implementing and producing analytical texts requiring contributions from multiple sources and in the design and implementation of studies (such as country reviews) which require consensus building with all partners as well as the effective management of a complex "political" process.

3. Proven ability in selecting, guiding and motivating staff, in co-ordinating and managing research programmes and in participating in policy formulation at senior level.
4. Flexibility, creativity and ability to manage a multinational team would be a distinct advantage, as would a proven ability to act effectively in a wide range of cultural and political contexts and to promote innovative approaches to work.

5. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft well in that language; working knowledge of the other. Knowledge of one or more languages of Central and Eastern Europe and the NIS would be an advantage.