OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), TRANSITION ECONOMIES DIVISION, STATISTICS DIRECTORATE

Closing date for applications: 15 May 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 Head of Division, the post-holder will be required to:

1. Manage a programme of technical assistance in statistics for several countries in transition (CITs). This involves frequent missions to such countries to:
-- instruct local staff in international statistical systems,
-- advise on methodologies to be used,
-- define a programme of co-operation in this area between OECD and the
country(ies) concerned,
-- review the implementation of the co-operation programme.

2. Organise and participate in training seminars and workshops for the
implementation of statistical systems and standards in CITs.

3. Develop handbooks and guidelines for use by staff in transition
countries.

4. Develop new statistical publications covering statistics in CITs in
areas of OECD’s technical assistance programme.

5. Supervise one or several administrators and consultants.

Principal qualifications

1. Advanced university degree in economics, economic statistics or related
field.

2. Extensive experience in economic statistics in an international or
national statistical agency or in a research agency or university.

3. Very good knowledge of economic statistics in the areas of national
accounts, prices, purchasing power parities, leading indicators and
business surveys; extensive knowledge of economic statistics generally.

4. Very good communication and interpersonal skills; ability to establish
effective and harmonious working relations with culturally diverse staff
of CITs, with officials of international institutions and staff within
the Organisation. Ability to organise meetings, to lead discussions and
to foster consensus.

5. Ability to work efficiently in a country in transition environment and
under pressure.

6. Experience with modern statistical information technology and ability to
use office automation systems.

7. Proven ability to motivate and supervise staff.
8. Excellent knowledge of one of the two official languages of the Organisation (English and French) and proven ability to write clearly and succinctly in that language; knowledge of the other. Knowledge of one or more languages of the transition countries would be an advantage.

N.B. The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.