TWO POSTS OF ADMINISTRATOR (GRADE A2/A3), 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 a Principal Administrator, the post-holder will be required to:

1. Implement 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 programme of co-operation.

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

3. Assist in the development of handbooks and guidelines for use by staff
in transition countries.

4. Assist in the development of new statistical publications covering
statistics in CITs in areas of OECD's technical assistance programme.

**Principal Qualifications**

1. University degree in economics, economic statistics or related field.

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

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

5. 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 and to lead discussions.

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

7. 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 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.