OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4),
FINANCIAL POLICIES AND PRIVATE SECTOR DIVISION,
DEVELOPMENT CO-OPERATION DIRECTORATE

Closing date for applications: 6 June 1995

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

Duties

Under the supervision of the Head of Division, the post-holder will be required to:

1. Review the multilateral policies of the Development Assistance Committee (DAC) members with a view to advising on ways to promote/ensure co-ordination and coherence between bilateral and multilateral programmes and priorities.
2. Monitor and analyse evolutions in the policy frameworks, operations, and financial flows of the multilateral development system (including the Bretton Woods institutions, the Regional Development Banks, the UN development agencies and other specialised agencies); provide the OECD and its committees with a current overview of trends and issues.

3. Integrate the findings of evaluation exercises and conduct analytical work for collective examination by the DAC of issues related to multilateral aid and assist members in co-ordinating their policies towards the multilateral aid system. Specifically, the post-holder will:

   -- develop and maintain a synthesis of the evaluations of Multilateral Development Institutions’ (MDIs) effectiveness and outputs;

   -- assist members to absorb the findings of such evaluation work and assess the implications for their development programmes.

4. Co-ordinate and encourage participation by the Directorate in major development fora organised by the multilaterals (including the World Bank Consultative Groups and the UNDP Round Tables) in order to share in the co-ordination and policy dialogue role of the multilaterals and promote coherence with donors’ bilateral efforts and policy guidelines (the DAC Principles for Effective Aid and others).

5. Deepen the coverage and analysis of the multilateral dimension in the full range of the Directorate’s work, including aid reviews, the Annual Report of the DAC Chair, and supporting DAC policy discussions.

6. Contribute, as appropriate, to other work of the Division (e.g. on global trends in external finance and debt).

**Principal Qualifications**

1. Advanced university degree in economics or a similar relevant discipline.

2. Demonstrated professional capacity and expertise in multilateral development finance and policy issues. Past participation in multilateral evaluation studies, either from the multilateral or national perspective would be highly desirable. Development agency and field experience would be a definite asset.
3. Strong skills in identifying, analysing, and synthesising policy issues.

4. Demonstrated ability to produce concise drafts of technical and policy-oriented reports in English or French.

5. Proven policy analysis experience in other fields covered by the Division (e.g. external finance for development, debt) would be an advantage.

6. Capacity to adapt rapidly to new tasks; proven ability to work effectively both independently and as part of a team; good judgement in dealing with complex and sensitive policy issues; ability to formulate and advance initiatives.

7. Strong communication and interpersonal skills. Proven experience managing and motivating a team.

8. Excellent drafting and speaking ability in one of the official languages of the Organisation (English or French); working knowledge of the other.

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.