OFFICE CIRCULAR

HEAD OF DIVISION (GRADE A5), HUMAN RESOURCE MANAGEMENT DIVISION,
DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 6 November 1995

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

Duties

Under the supervision of the Head of Personnel/Deputy Director of General Administration and Personnel and in close co-operation with the Director, the post-holder will be required to:

1. Establish the Division’s Programme of Work, lead and manage a staff of 40 employees in delivering the following key services to all OECD staff and, as relevant, prospective candidates:
-- recruitment,
-- staffing,
-- career management and development,
-- training,
-- performance management.

2. Develop personnel policies related to the above activities with an eye to meeting the demands of the rapidly changing international environment and to preparing the Organisation strategically for the future with regard to human resource management issues.

3. Supervise directly the work of three senior staff (Grade A4) and one assistant (Grade B3). Meet regularly with other staff of the Division to consult, inform, guide and solve problems.

4. Lead missions to Member countries to inform about the work of the Organisation and its employment opportunities, to prospect for candidates, to establish networks and discuss and exchange best practices related to human resource management in an international milieu.

5. Maintain regular and close contact with senior officials of Delegations to the OECD as well as senior officials in Member countries.

6. Work closely with the Remuneration, Social Affairs and Communications Division on: revising the Organisation’s Regulations, Rules and Instructions; adapting current practices and procedures to evolving needs; liaising with the Staff Association and Council Working Party on Staff Policy.

**Principal Qualifications**

1. Advanced university degree in human resource management, public administration or a related area, or equivalent experience.

2. Management experience (10-15 years) of increasing responsibility in comparable public administration, private enterprise, and/or international organisation. Proven experience in managing change, putting into place new organisations, processes and procedures.

3. Judgement, fairness, tact and stamina required to deal daily with sensitive human, cultural and political issues in a complex international environment.

4. Ability to operate independently, take initiative and be decisive, authoritative and credible; high aptitude for problem solving.

5. Ability to analyse, communicate very well orally and in writing.
6. Fortitude to deal constantly (proactively and reactively) with players of all constituencies and to perform consistently in a highly visible role.

7. Excellent knowledge of one of the two official languages of the Organisation (English and French) and the ability to draft well in that language; working knowledge of the other.