OFFICE CIRCULAR

HEAD OF DIVISION (GRADE A5), COUNTRY STUDIES I AND STRUCTURAL ADJUSTMENT DIVISION, DIRECTORATE FOR FOOD, AGRICULTURE AND FISHERIES

Closing date for applications: 12 December 1995

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

Duties

Under the authority of the Director and the Deputy-Director, the incumbent will be responsible for the overall management of the Division, and in particular:

1. Provide guidance and assume responsibility for the design and execution of studies conducted under the auspices of the OECD’s Committee for Agriculture in two main areas:

   -- annual monitoring and assessment of agricultural policy developments in some Member countries (in co-operation with the Country Studies II and Environment Division) and separate reviews of agricultural policies in individual Member countries, including development of the necessary analytical methodology (e.g. PSE/CSE methodology);

   -- special studies concerning structural adjustment in the agro-food sector, including relations with the rural economy and related policy issues at the domestic and international levels.
2. Plan relevant meetings of the Working Parties of the Committee for Agriculture and prepare papers and presentations for these meetings as well as for those of the Committee for Agriculture, in his/her field of responsibility.

3. Contribute to the development and orientation of the Directorate's overall programme of work, in particular through dialogue in task forces or project groups and co-operate in this regard with the other divisions of the Directorate. Contribute to the management of the Directorate, in particular with regard to matters related to staff management.

4. Liaise on subjects related to the work of the Division with various other sectors of the OECD, relevant Ministries in Member countries, other international organisations, and academic and research institutions.

5. Represent the Organisation at OECD meetings, external conferences and in informal exchanges with Member countries.

Principal qualifications

1. Advanced university degree in economics or agricultural economics and experience in applied economic studies.

2. Extensive experience of sectoral policy analysis, including quantitative analysis, in a national, international or research institution.

3. Good knowledge of agricultural and related policies in OECD Member countries and of current and emerging adjustment issues and problems.

4. Proven ability to plan, co-ordinate and participate in complex team projects covering a wide range of subject matters; proven ability to supervise and provide leadership to professional staff and to co-operate with other senior management staff.

5. Strong organisational, analytical and interpersonal skills as well as strong communication abilities.

6. Excellent knowledge of one of the two official languages of the Organisation (English and French), including the ability to draft clearly and concisely in that language; working knowledge of the other. Knowledge of other languages would be an advantage.
GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be between the ages of 21 and 55 years (for certain posts, the age limit may be exceptionally lowered or raised).

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: Unless otherwise mentioned in the Vacancy Notice, in the case of an established official being chosen for the post, an appointment of indefinite duration may be offered, and in all other cases, a fixed-term appointment will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Those who are not to be interviewed will be so informed. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should do so on an application form obtainable from the Human Resource Management Division. Applications should be sent this Division, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

June 1995