ADMINISTRATOR (GRADE A2/A3), DIVISION OF POLICY INTERRELATIONS, TRADE DIRECTORATE

Closing date for applications: 14 December 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. Engage in research on issues arising at the interface of trade policy and other policy areas, in particular competition, investment, environment and labour standards, contributing to ongoing Trade Directorate work on the new dimensions of market access and the international contestability of markets.

2. Prepare analytical reports on these issues; draft briefs and other background material.

3. Participate in the servicing of meetings of the Trade Committee and its subsidiary bodies (preparation of aide-mémoires and carrying out of other organisational tasks).

4. Liaise with other Directorates, as well as with officials in national governments, international organisations and business and academic circles on the issues under study.
Principal Qualifications

1. Advanced university degree in economics or a related field.

2. Excellent knowledge and solid experience in the fields of trade policy and international trade relations, obtained through applied academic research or work in a national administration or international organisation; very good knowledge of at least one of the following policy fields: competition, investment, environment or labour standards. Knowledge of and/or experience in competition-related issues would be an advantage.

3. Ability to carry out research and analysis independently or as part of a team.

4. Adaptability to new tasks; ability to organise work efficiently and to work under pressure, often to tight deadlines.

5. Ability to interact effectively with national delegates, officials in capitals and other international organisations, as well as with contacts in business and academia, including outside consultants.

6. Excellent oral and written knowledge, including very good drafting ability, in one of the two languages of the Organisation (English and French); good 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.
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 to this Division, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

June 1995