OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), ECONOMIES IN TRANSITION DIVISION, DIRECTORATE FOR EDUCATION, EMPLOYMENT, LABOUR AND SOCIAL AFFAIRS

Closing date for applications: 22 March 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 the Head of the Division, the post-holder will be required to co-ordinate the programme of work related to Russia and the other Newly Independent States (NIS). S/he will also be responsible for ensuring close liaison with other parts of the Organisation as appropriate. In particular, the post-holder will be called upon to:

1. Design and manage technical assistance projects to Russia and other NIS related to the reform of the education system, the implementation of active labour market policies and the cushioning of the social costs of restructuring.
2. Strengthen contacts at a senior level with national administrations in the NIS, and promote in this context closer co-operation between the different ministries operating in the area of human resource policies (employment, education and social protection).

3. Provide policy advice and carry out reviews of human resource policy developments in the various NIS.

4. Prepare briefing and other background material for the Head of Division as required.

5. Supervise the work of consultancy staff.

**Principal qualifications**

1. Advanced university degree in economics, with a good knowledge of labour and/or social policies in Central and Eastern Europe and the NIS.

2. Extensive experience in applied economic analysis in fields relevant to the duties of the position; good knowledge of statistical methods and applied econometrics; experience of building up and managing international databases.

3. Experience in dealing with public policy issues relating to labour market or social policy in governmental or research institutions would be an advantage.

4. Proven ability to organise and direct the work of professional staff and supervise statistical and secretarial support staff. Ability to co-ordinate activities of a horizontal nature and to create and maintain professional relations within and outside the Organisation.

5. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft well in that language; knowledge of the other. Knowledge of one or more languages of Central and Eastern Europe and the NIS 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.