OFFICE CIRCULAR

SUBJECT: HEAD OF THE CENTRAL ANALYSIS DIVISION (GRADE A5),
DIRECTORATE FOR SOCIAL AFFAIRS, MANPOWER AND EDUCATION

Closing date for applications: The closing date for applications is six
weeks after the date of publication

Duties:

Responsibilities for the direction and supervision of the activities of
the Central Analysis Division and in particular:

1. Responsibility for the conduct of quantitative and analytic studies on
labour market and social issues of policy relevance to Member countries
in such fields as labour market and employment trends, unemployment
projections and their consequences, the analysis of social security
systems and labour market programmes and of their economic, social and
financial impact;
2. Supervising the development, preparation and editing of the annual publication the Employment Outlook by utilising the contributions of Secretariat members and consultants;

3. Maintaining and extending regular statistical series from Member countries and from Central and Eastern European countries on labour market, social security, population, education and social indicators; the development and co-ordination of computerised data-processing facilities for the Directorate; initiating new and modified statistical concepts and methods in the labour market and social statistics of Member countries;

4. Providing statistical data and methodological advice for the studies of other Divisions of the Directorate;

5. Taking part in horizontal economic and social analysis which covers the domains of two or more of the other Divisions of the Directorate;

6. Preparing and leading meetings of Working Parties and expert groups.

Principal qualifications:

1. University level education complemented by practical experience and specific achievements demonstrating a high degree of competence in the main aspects of the Division’s work and familiarity with the remaining aspects. Several years of relevant experience in government, international organisations or research institutes and an advanced degree in economics or other relevant disciplines will be considered an advantage.

2. Ability and experience in selecting, guiding and counselling staff, in co-ordinating and managing research programmes and in participating in policy formulation at senior level.

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

END-OF-TEXT