OFFICE CIRCULAR

SUBJECT: PRINCIPAL ADMINISTRATOR (GRADE A4) IN THE OFFICE OF THE HEAD OF THE ECONOMICS AND STATISTICS DEPARTMENT

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

Duties:

Under the authority of the Head of Department the post-holder will:

1. Organise and participate in regular meetings with senior officials of the Department, dealing with the execution of the Programme of Work, the co-ordination of activities and internal management issues including recruitment and staff development. Prepare briefs and documentation, propose plans of action and ensure that decisions taken during the meetings are followed up and implemented.

2. Assist and advise senior management in the implementation of Organisation-wide policies in the areas of personnel, budget and general administration. This includes drafting relevant documents, proposing lines of action and monitoring the implementation of decisions taken.
3. Assist and advise senior management in the Department on questions related to the recruitment of permanent and temporary staff. This includes initial screening of candidates; managing, in close co-operation with the Heads of Division, Counsellors and Personnel Division, the administration and co-ordination of the Department’s recruitment activities; drafting proposals for nominations and memos related to recruitment, and proposing ways in which the Department’s recruitment activities can be streamlined and made more efficient.

4. Take on substantial responsibilities for the Department’s implementation and continuous evaluation of Organisation-wide policies for the management and development of staff, including staff mobility; the annual reviews of staff performance; and the co-ordination and preparation of the Department’s training plan.

5. Prepare the documentation for the annual ESD Programme of Work and the annual budget, including when appropriate first drafts of text and tables, in close collaboration with senior management in the Department.

6. Supervise and monitor the execution of the Budget, examine and sign requests for budget expenditures and payments.

7. Act as Head of the Department’s central section for administrative services.

8. Liaise and co-operate with the central administration of the Organisation in the execution of the assigned tasks.

Principal qualifications:

1. University degree in economics, business administration or related discipline.

2. Substantial previous experience in management with particular emphasis on recruitment, staff development, organisational development and budget administration. Experience in performing an advisory role to senior managers in these areas as well as in working with economists would be an advantage.

3. Proven senior administrative ability to organise and co-ordinate numerous activities and to develop and maintain professional contacts at all levels within and outside the Organisation. Ability to supervise administrative staff.

4. Excellent knowledge of one of the two official languages of the Organisation (French and English) and a good knowledge of the other. Excellent drafting ability in one of the two languages; the knowledge of other languages of Member countries would be an advantage.