OFFICE CIRCULAR

HEAD OF THE JOINT PENSIONS ADMINISTRATIVE SECTION (A5) OF THE CO-ORDINATED ORGANISATIONS, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: The closing date for applications is 6 weeks after the publication date.

- The appointment offered would be for an indefinite duration in the case of an internal candidate from the Co-ordinated Organisations. In the case of an external candidate, a fixed-term appointment of two to three years may be offered. Work will be carried out in Paris, but some travel must be expected.

- This vacancy notice is also published in "Future vacant posts" [AGP/P/ADV(91)8], with the reference ADV(91)362.
Duties:

1. In accordance with the Regulations governing the Joint Pensions Administrative Section, the Head of Section will carry out, on behalf of all the Co-ordinated Organisations, duties related to the general application of the Pension Scheme. The holder of this post will be responsible to the Standing Committee of Secretaries-General for all the work of the Section and for ensuring that the specific requirements of all the Co-ordinated Organisations are met. Administratively, the post is attached to the OECD.

2. The Head of Section may receive nominatively any delegation of powers given by the respective Secretaries-General of the Co-ordinated Organisations, particularly in matters of finance. The Section will be subject to the internal and external financial audit of the Organisation delegating the powers concerned.

3. The Head of Section shall have direct responsibility for organising and supervising the work of the Pensions Study Unit and Pensions Computation Unit I, selecting the most appropriate methods and techniques for performing the tasks assigned to these two Units whose offices are at the OECD in Paris. Pensions Computation Unit II, located at the NATO Headquarters in Brussels, comes under the authority of the Head of Personnel of that Organisation and under the technical direction of the Head of the Joint Pensions Administrative Section. The holder of this post shall act as Secretary to the Pensions Administrative Committee of the Co-ordinated Organisations (PACCO). He or she will be responsible, as required, for formulating recommendations acceptable to all the Co-ordinated Organisations with regard to the tasks falling to the Joint Pensions Administrative Section.

Main responsibilities:

In accordance with the Regulations governing the Section, this post currently has the following responsibilities and a staff of seven members to carry out the duties. These responsibilities may change in line with any new duties that the Co-ordinated Organisations may decide to assign the post-holder as provided under the Regulations governing the Section.

- to ensure that all provisional assessments of pension entitlements comply with the Pension Scheme Rules and that all beneficiaries receive uniform treatment;

- to advise on questions arising out of the assessment of entitlement, obtaining additional information from the Organisation concerned, where necessary, with the object of determining entitlement and establishing guiding principles for future interpretation with regard to pension assessment;
- to direct and control all the work of Pensions Computation Unit I relating to the computation of pensions, allowances and tax adjustments, including individual statements, lists of pensions, allowances and tax adjustments for each Organisation, and to the related calculations necessary to establish the breakdown by budget and by Member country in the case of the tax adjustment, together with any further tasks involved in the computation of monthly pension payments which the Co-ordinated Organisations may delegate to the Section, including the payment of pensions and the preparation of budget estimates for the following year;

- to arrange that the Pension Scheme computer programs are tested at least once a year, and immediately after any changes made to the Rules and Regulations affecting them in order to ensure that the programs used by Pensions Computation Unit I and Pensions Computation Unit II produce identical and correct results;

- to establish and maintain contact with all the Co-ordinated Organisations; when necessary to act as the representative of the Secretaries-General and the Heads of Administration in studying questions related to pensions and negotiating them with the representatives of national delegations and ministries of Member countries;

- to manage the Section, produce and supervise its budget, carry out the performance appraisal of the staff and see to their training and development.

The holder of this post:

- provides the Secretariat for the PACCO, drafts all the reports intended for it and drafts reports for submission by it to the Standing Committee of Secretaries-General, and assists the Chairman of that Committee in all questions concerning the co-ordinated administration of the Pension Scheme;

- advises PACCO, in conjunction with the Inter-Organisations Study Section on Salaries and Prices, on the manner in which Article 42 of the Pension Scheme Rules, which concerns pensions subject to national tax legislation, is to be applied in each case and conducts the necessary negotiations with the national tax authorities;

- prepares draft agreements for the inward and outward transfer of pension rights under Article 12 of the Pension Scheme Rules;

- informs the Co-ordinated Organisations of the need for amendments to the Pension Scheme Rules or to the Implementing Instructions and of changes in the pension schemes of Member countries and other international organisations;
carries out any studies required on developments in the Scheme’s expenditure and receipts and makes appropriate suggestions to the Organisations on the application of the provisions of the Pension Scheme Rules concerning the funding of the Scheme.

Principal qualifications:

1. University and specialised training in personnel management, law, financial administration, and statistical analysis and forecasting methods. Practical experience in at least two of these fields, preferably obtained in an international organisation.

2. Knowledge of national pension schemes and experience in negotiating with national administrations.

3. Good knowledge of financial management.

4. Practical experience in the use of statistical analysis and forecasting methods.

5. Considerable experience in the use of computer applications to modern payroll management.

6. A well-developed sense of human relations.

7. The ability to analyse and synthesise and qualities of initiative and imagination.

8. Excellent knowledge of one of the two official languages of the Organisation (English and French) and a very good knowledge of the other.