OFFICE CIRCULAR

SUBJECT: ADMINISTRATOR (GRADE A2/A3) CENTRE FOR CO-OPERATION WITH THE EUROPEAN ECONOMIES IN TRANSITION

Closing date for applications: The closing date for applications is 8 working days after the publication date.

Duties:

Under the supervision of the Deputy to the Director and the Principal Administrators, the post-holder will be required to:

1. Monitor developments and reforms in the European economies in transition, prepare subject files, draft background papers and attend routine meetings, particularly in analytical and statistical areas and prepare summaries on the discussions and decisions taken.
2. Assist in reviewing proposals from directorates, particularly of an analytical or statistical nature, screen activity requests from directorates and the European countries in transition and prepare working files concerning the co-ordination of activities.

3. Co-ordinate information on the statistical activities undertaken in the different substantive directorates on central and eastern Europe including the dissemination of data. Identify relevant external statistical data bases, facilitate access and provide assistance on statistical data sources to those working on central and eastern Europe.

4. Provide material for conferences and speeches. Contribute to the preparation of draft reports and correspondence. Arrange visits for the Assistant Secretary-General (Director of the Centre) and the Deputy to the Director. Write summary reports on these visits and meetings.

5. Assist in the preparation and circulation of documentation received and in assuring effective information relating to the Centre’s activities.

Principal Qualifications

1. Good university degree, preferably in economics or equivalent.

2. Professional experience in macro- and micro-structural analysis and statistics in an international setting. Experience in dealing with economic problems of central and eastern European countries would be an asset.

3. Good knowledge of information technology and experience in the use of computers, including applied economic analysis, statistical data bases and statistical software.

4. Aptitude to work under pressure, assess priorities and organise the work of others. Sense of order, method, initiative and responsibility. Good interpersonal skills and ability to co-ordinate activities.

5. Excellent knowledge of both of the official languages of the Organisation and ability to draft well in one of them. Knowledge of one or more languages of central and eastern Europe would be an advantage.