OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), ECONOMIC STATISTICS AND NATIONAL ACCOUNTS DIVISION, ECONOMICS AND STATISTICS DEPARTMENT

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

Duties:

Under the supervision of the Head of the Division of the Economic Statistics and National Accounts Division, the post-holder will undertake the following duties:

1. Establish and develop contacts with national statistical offices and other statistical agencies in the countries of central and eastern Europe by undertaking missions or other means.

2. Develop administrative systems for the regular and timely transmission of statistical data from such offices or agencies to the OECD by means of questionnaires, magnetic tapes, diskettes, or online links between computers.
3. Supervise the creation and management of new data bases of statistics for central and eastern European countries; ensure that the sources and methods used to compile such statistics are properly documented; make arrangements for the public dissemination of such statistics in existing OECD publications and by designing new publications, where appropriate, both in printed and computer-readable form.

4. Provide guidance to statistical agencies in central and eastern Europe about statistical methodologies and priorities by arranging workshops or seminars, engaging consultants, or other means, and arranging for the publication of conclusions when appropriate.

5. Maintain close contacts with Eurostat, IMF, IBRD, UN and other international agencies to avoid duplication both in the provision of technical statistical assistance to central and eastern European countries and in the collection of statistics for those countries.

Principal qualifications:

1. A high-level university degree in economics, economic statistics or statistics, or the equivalent;

2. Thorough knowledge of a wide range of economic statistics, including national accounts, and of the methodology underlying such statistics;

3. Considerable experience of working on economic statistics in a national statistical office, international organisation or similar agency; some acquaintance with the statistics of the countries of central and eastern Europe would be an advantage;

4. Familiarity with modern techniques of computerised information management, both statistics- and publications-related.

5. Ability to secure the collaboration of senior staff in national and international statistical offices and to co-ordinate their contributions to the OECD programme.

6. Ability to supervise and co-ordinate the work of other staff.

7. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft clearly and concisely in that language.