OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), FOREIGN TRADE AND INVESTMENT DIVISION, ECONOMICS AND STATISTICS DEPARTMENT

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

Duties:

Under the general guidance of the Head of Division the post-holder will be responsible for directing the activities of the Division in collaboration with other Divisions of the Department and relevant Directorates. The post-holder will carry out the following tasks:

1. Direct and supervise the work of the unit covering non-OECD countries.

2. Draw together emerging elements of the analysis of OECD/non-OECD interactions as input into the Department’s ongoing analysis of overall economic trends for the Economic Policy Committee.
3. Draft and edit policy-related notes or briefings on developments in non-OECD countries -- for instance as input into Executive Committee in Special Session or other committees of the Organisation that are charged with specific aspects of the relationships between OECD and non-OECD regions.

4. Organise ad hoc meetings involving non-Member countries; prepare documentation for such meetings; report to the Council Working Group on non-Member countries, and to ESD Directors on the outcome of these meetings.

5. Serve as a point of contact with other international agencies, and with research establishments that engage in work on non-OECD countries. In this capacity, the objective would be both to strengthen co-operation and to ensure that work done in the OECD and elsewhere is complementary.

6. Assure continuity in the development of the analytic and monitoring framework on non-Member countries being undertaken by the Department.

Principal qualifications:

1. Advanced university degree in economics, and extensive experience in applied economic and financial research, including familiarity with general techniques of econometrics and statistics; familiarity with econometric models and with the use of such models for policy analysis. Some experience with applied research in international economics would be an advantage.

2. Very good knowledge of macroeconomics and international economics and the ability to apply general economic reasoning to a wide range of policy questions. Familiarity with the economic problems and data sources of a number of Member countries and at least general knowledge of key structural features of some major non-OECD countries.

3. Ability to organise projects and supervise a team of professional economists and statistical assistants.

4. Very good knowledge of one of the official languages of the Organisation and proven drafting ability in that language; good knowledge of the other language desirable. Knowledge of other languages would be an advantage.