OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), CENTRAL AND EASTERN EUROPEAN DIVISION,
ECONOMICS AND STATISTICS DEPARTMENT

Closing date for applications: The closing date for applications is 22nd July 1991.

Note: It has been decided that, as an exceptional measure, staff members with appointments of indefinite duration who are appointed (by either transfer or promotion) to fixed-term posts in the Centre, or posts related to the Centre’s activities, will retain their indefinite appointments. In addition, any such staff members will be guaranteed reinstatement in their original Directorate or Department, on a post of the grade they held before transfer and/or promotion in the Centre, should the fixed-term post be suppressed at a later stage.
Duties:

1. Under the supervision of the Head of Division, the post-holder will be required:

   1. To undertake basic analysis of economic developments and the process of economic reform in at least two countries of central and eastern Europe, including Poland; to monitor developments in these countries and, more generally, the region as a whole; to prepare projections for output, inflation and balance of payments for these countries.

   2. To take responsibility for, and to co-ordinate the work of other Administrators in the preparation of periodic reports on these countries for the Economic and Development Review Committee.

   3. To undertake such special studies on reform issues in either an individual country or on a cross-country basis, as required in the framework of the overall work priorities established in the Centre for Co-operation with European Economies in transition.

   4. To direct the work of one or more economists, statistical assistants and secretarial support staff.

Principal qualifications:

1. Advanced university degree in economics, and several years’ experience in applied economic analysis, particularly in an international and cross-country setting. Familiarity with general techniques of econometrics and statistics.

2. Proven ability to bring sound economic reasoning and relevant data to bear on a wide range of both macroeconomic and structural policy issues. Specific knowledge of the functioning of one or more of the economies of central and eastern Europe would be an advantage.

3. Ability to organise projects and supervise the work of other professional economists and statistical assistants.

4. Command of one of the two official languages of the Organisation and proven drafting ability in that language. Knowledge of one or more central or eastern European languages would be an advantage.