OFFICE CIRCULAR

SUBJECT: ADMINISTRATOR (GRADE A2/A3), CENTRAL ANALYSIS DIVISION, DIRECTORATE FOR SOCIAL AFFAIRS, MANPOWER AND EDUCATION

Closing date for applications: The closing date for applications is 29th August 1991.

Duties:

Under the supervision of a Principal Administrator, the incumbent will participate in policy research and analysis activities within the Division. Work to be undertaken will include:

1. The preparation of draft chapters for future issues of the OECD 'Employment Outlook'.
2. The analysis of the evolution of structures, including: structural adjustment in the labour market and barriers to that adjustment, wage movements and their consequences for employment, the evolution of employment and unemployment.

3. The definition and development of analytically-oriented labour market data banks, and the management of their dissemination.

Principal qualifications:

1. Advanced degree in economics or another quantitative social science with, preferably, a good knowledge of labour and/or social economics.

2. Experience in quantitative analysis of social and manpower policy questions.

3. Ability to work on a collaborative basis with professional colleagues and expert consultants, and to supervise statistical assistants.

4. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft well in that language; working knowledge of the other language would be an advantage.