OFFICE CIRCULAR

SUBJECT: PRINCIPAL ADMINISTRATOR (GRADE A4) IN THE 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 general direction of the Head of Division, the incumbent will be responsible for initiating, participating in, and supervising the work of other professional staff assisted by statistical and secretarial support personnel. The work to be undertaken covers:

1. The writing of periodic reports on the employment situation for the OECD Employment Outlook, covering such areas as economic, social and demographic trends in terms of their influence on key labour market developments and policies.
2. The conduct of international quantitative studies on a range of labour market issues, notably in the DAES.

3. Contributions to horizontal economic and social analyses which cover the domains of the other Divisions of the Directorate in such fields as the impacts of structural adjustment on labour market social and educational policies.

4. Methodological advice for the studies of other Divisions of the Directorate.

Principal qualifications:

1. Good advanced degree in economics, with preferably a good knowledge of labour and/or social economics.

2. Extensive experience in applied economic analysis in fields relevant to the duties of the position; good knowledge of statistical methods and applied econometrics; familiarity with international data sources, in the labour field in particular; possibly some experience with labour market modelling.

3. Experience in dealing with public policy issues relating to labour market or social policy in governmental or research institutions would be an advantage.

4. Proven ability to organise and direct work of professional staff and supervise statistical and secretarial support personnel. Aptitude to co-ordinate activities of a horizontal nature and to create and maintain professional relations within and outside the Organisation.

5. 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.