OFFICE CIRCULAR

SUBJECT: DEVELOPMENT POLICY ANALYST (GRADE A2/A3), AID MANAGEMENT DIVISION, DEVELOPMENT CO-OPERATION DIRECTORATE

Closing date for applications: 9th August 1991.

Duties:

Under the supervision of a Principal Administrator (and the Head of the Aid Management Division) the post-holder will be responsible for:

1. Assisting in monitoring and analysing adaptations in aid policies required to meet the evolving needs of developing countries in areas defined by the DAC, notably in its work on Development Co-operation in the 1990s.
2. Drafting of analytical papers and background documents related to specific economic and social sectors as defined in the work programme of the DAC.

3. Following, and contributing to, the relevant work carried out by other Divisions of the Directorate and by other parts of the Organisation.

4. Fostering and maintaining contacts with national administrations and other international organisations on matters of relevance to the Division’s work programme.

Principal qualifications:

1. Excellent university degree, preferably in economics or political science.

2. Considerable practical experience, preferably in a national or international aid agency, both at headquarters and in the field.

3. Experience with a broad range of development assistance activities from various sectors as well as with aid processes and donor-recipient relations.

4. Flexibility to work on different issues according to evolving work programme priorities.

5. Ability to perform well in a team environment.

6. Familiarity with international aid co-ordination mechanisms desirable.

7. Demonstrated drafting ability in English or French, with a good working knowledge of the other language.