OFFICE CIRCULAR

SUBJECT: ADMINISTRATOR (GRADE A2/A3) IN THE COUNCIL AND EXECUTIVE COMMITTEE SECRETARIAT, GENERAL SECRETARIAT

Closing date for applications: 16th September 1991.

Duties:

Under the supervision of the Head of Division:

1. To take part in the preparation, holding and follow-up of meetings of the Council, the Executive Committee, the Group of the Council on non-Member Economies and some meetings of Heads of Delegation, as well as other meetings. The work includes in particular:

   • reviewing documents intended for submission to these meetings, drafting the cover-notes thereof when necessary and ensuring, inter alia, consistency with established procedures and precedents;
- preparing briefs, draft statements etc. for the chairmen of these meetings;

- drafting, within the allotted time, the Conclusions and Minutes of meetings of the Council, the Executive Committee (in special and ordinary session) and the Group on non-Member Economies, and summaries of discussions in other cases.

2. To carry out certain other tasks as and when required, including preparation of summaries and reports on matters dealt with by the Council Secretariat, some translation work, help with the preparation of, and possibly during, meetings at Ministerial level or other high-level meetings, etc.

3. To keep in touch with members of Permanent Delegations and the Secretariat at all levels as required for the performance of the duties described.

Principal qualifications

1. University degree in one or more subjects relevant to the Organisation’s activities.

2. Three to five years’ experience in one or more of the Organisation’s fields of work, either in a national administration or in an international organisation. Familiarity with the OECD’s structures and procedures would be an advantage.

3. Excellent drafting ability; an analytical mind; meticulousness, good judgment and adaptability; ability to work well in a team, sometimes under considerable pressure. Word-processing ability would be an advantage.

4. Perfect knowledge of English; excellent knowledge of written and spoken French.