OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), INTER-ORGANISATIONS STUDY
SECTION ON SALARIES AND PRICES (IOS), DIRECTORATE FOR GENERAL
ADMINISTRATION AND PERSONNEL

Closing date for applications: 13 August 1996

The OECD is an equal opportunity employer
and encourages applications from female candidates

Role

Under the general supervision of the Head of Section, the main responsibility of the post-holder will be to service several committees and sub-committees in their discussions on the salaries and conditions of staff employed in the six Co-ordinated Organisations. Co-ordinated discussions involve senior officials of Administrations of the Co-ordinated Organisations, Government Budgetary Experts or Member country delegates and representatives of staff associations.

Main Duties

1. Service the meetings of four committees and related sub-groups:

   -- in close consultation with the different chairmen, establish the programme of work and timetable for each committee; draft and annotate the agendas; prepare written briefs for the chairmen, identifying principal issues and providing background on the different agenda items;
-- review documents in both languages prior to presentation to the committees; redraft as necessary to ensure consistency and readability, and ensure timely transmission to meetings;

-- draft minutes, analytical summary records, conclusions and lists of decisions reflecting the different positions identified in session [60 half-day sessions in 1994].

2. Maintain permanent contact with all partners and representatives involved in co-ordinated discussions:

-- draft or participate in drafting of discussion papers destined for the committees and councils, whenever relevant; draft ad hoc notes in response to requests for information;

-- keep the respective chairmen appraised of issues and events on a continuing basis, arranging briefing meetings with them whenever necessary;

-- develop and maintain effective working relationships with relevant partners and representatives with a view to ensuring that the work of the IOS Section responds fully to representatives' requirements and is conducted in an efficient and effective manner.

3. Assist the Head of Section in ensuring internal co-ordination between the activities of the Committee Servicing Unit and other activities of the Section.

4. Supervise the work of a secretary/assistant.

5. Carry out other related duties as assigned.

Principal Qualifications

1. University degree in an appropriate field and several years' experience of similar work, preferably as Secretary and/or Minute Writer to committees in a national government department or an international organisation.

2. Excellent knowledge of both official languages of the Co-ordinated Organisations (English and French) and proven ability to draft texts and concise minutes in both of them.

3. Ability to take initiative and to organise a variety of activities; ability to work under pressure (often to tight deadlines) and to follow up work on several subjects simultaneously.

4. Tact and discretion.

5. Strong communication and interpersonal skills and ability to establish and maintain effective working relations with officials in the Co-ordinated Organisations as well as with national Delegations and representatives of staff associations.

N.B. The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.
GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be between the ages of 21 and 55 years (for certain posts, the age limit may be exceptionally lowered or raised).

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: Unless otherwise mentioned in the Vacancy Notice, in the case of an established official being chosen for the post, an appointment of indefinite duration may be offered, and in all other cases, a fixed-term appointment will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Those who are not to be interviewed will be so informed. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should do so on an application form obtainable from the Personnel Service. Applications should be sent to this Service, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

February 1996