OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), FISCAL AFFAIRS DIVISION,
DIRECTORATE FOR FINANCIAL, FISCAL AND ENTERPRISE AFFAIRS

Closing date for applications: 24 October 1996

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

Role

Under the supervision of a Principal Administrator, the main responsibilities of the post-holder will be to draft analytical reports on policy issues in international and domestic taxation and maintain and develop taxation statistics, to service the Committee on Fiscal Affairs and its associated groups, and to carry out other tasks.

Main Duties

1. Prepare draft reports on domestic and international taxation issues for Working Party No. 2 on Tax Policy Analysis and Tax Statistics. Special emphasis will be put on taxation of cross-country capital flows involving direct or portfolio investments.

2. Maintain and develop reporting procedures and presentation of the annual statistical publications, The Tax/Benefit Position of Employees and Revenue Statistics of OECD Member Countries.
3. Prepare analyses of the tax systems of the Economies in transition, and design and supervise training courses for senior officials of these countries.

4. Carry out other related duties as assigned.

**Principal Qualifications**

1. Advanced university degree in economics, with specialisation in public economics or taxation.

2. Five years' professional experience in working on the microeconomic analysis of tax policy issues, in a national administration, an international organisation or in the private sector. Familiarity with the structure of tax systems and tax policies in a number of countries is essential.

3. Well-documented institutional and empirical knowledge of new financial instruments and different kinds of collective investment institutions and their tax treatment in national and international contexts.

4. Excellent knowledge of the economic literature covering the tax treatment of income generated in foreign countries (including tax deferral), of advanced models of firm behaviour covering real, financial and taxation aspects and practical experience with methods to calculate marginal effective tax rates on new investments.

5. Familiarity with statistical and econometric techniques and proficiency in empirical implementation using microcomputers. Experience in developing microsimulation models. Proficiency in the use of spreadsheet, word-processing, statistical and programming packages.

6. Proven effectiveness in drafting and ability to express technical aspects of tax legislation clearly and concisely. Strong personal initiative and ability to propose and develop research projects. Ability to contribute to expert discussions.

7. Ability to establish effective working relations with professional colleagues in a multi-disciplinary environment, including tax administrators and tax lawyers in addition to economists.

8. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft well in that language; good knowledge of the other.

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