OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4) IN THE CENTRE FOR EDUCATIONAL RESEARCH AND INNOVATION (CERI)

Duration of appointment: Fixed term

Closing date for applications: 17th January 1997

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

Role

Under the supervision of the Counsellor in CERI, the main responsibilities of the post-holder will be to conceive, plan, conduct and write reports of studies on significant and innovative policies and new research practices in education, training and lifelong learning seen in the broader socio-economic context.

Main Duties

1. Design and undertake research studies and policy analyses relating to a broad range of issues at the interface between education and social, labour, technological, and economic policy.

2. Analyse results and processes of production, mediation and the use of different forms on knowledge, research and development work as they relate to learning-based economies and knowledge societies.
3. Analyse and evaluate significant trends and innovations in Member countries in relation to how these issues effect education and training policy and practice.

4. Supervise professional staff and consultants involved in the above activities.

5. Prepare reports and apply quality control measures and dissemination strategies to written documents and other outcomes of activities, as required.

6. Contribute to other CERI/OECD activities as needed.

**Principal Qualifications**

1. Advanced university degree in the social or human sciences.

2. Research experience in educational development and innovation, and ability to relate these areas to broader social, labour, technical and economic issues and policies.

3. Knowledge and experience of a national education system and R&D developments; proven ability in educational policy analysis; interest in educational and R&D trends and issues in the global environment.

4. Proven ability to work simultaneously on a number of different projects, to co-operate in teams and to supervise the work of colleagues and consultants. Very good communication skills both oral and written. Experience with modern office technology and related software.

5. Excellent knowledge of one of the two official languages of the Organisation (English or French) and very good ability to draft in that language; working 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