ADMINISTRATOR (GRADE A2/A3), NATIONAL ACCOUNTS DIVISION, STATISTICS DIRECTORATE

Closing date for applications: 20th January 1997

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 manage, develop and improve the implementation of statistical systems and classifications.

Main Duties

1. Manage, develop and improve one or more databases of the National Accounts Division. Areas covered include national accounts, capital stock, labour force, international trade, services and purchasing power parities (PPPs). In the first instance the administrator will be responsible for PPPs. The post-holder will organise and supervise the work of statistical assistants for this purpose.

2. Carry out, inter alia, the following tasks:

   -- selecting the series for inclusion and arranging for the rapid updating of the database; maintaining information on the definitions underlying the series;
-- keeping close contacts with the main users of these data within the Secretariat to ensure that the coverage and updating schedule meet their requirements; liaison with counterparts in national statistical institutes and international organisations.

3. Prepare studies designed to help users interpret the data correctly; arrange for publication of selected parts of the database in printed or electronic form; keep the publications under regular review and revise contents, presentation and explanatory material as necessary.

4. Organise and participate in international expert meetings and workshops designed to develop new or improved statistical standards, classifications and systems; draft technical papers reporting on the countries’ current practices and discussion reports for such meetings.

**Principal Qualifications**

1. Advanced university degree in economics, statistics or related field.

2. Experience in economic statistics in an international or national statistical agency, or in a research agency or university.

3. Good knowledge of particular types of economic statistics, preferably including national accounts.

4. Practical experience with modern statistical information technology.

5. Good communication and interpersonal skills and ability to work harmoniously with others, within and outside the Organisation. Ability to supervise a team. Ability to organise meetings and lead discussions.

6. Excellent knowledge of, and ability to write clearly and concisely in, one of the official languages of the Organisation (English and French) and 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 less than 65 years old at the time of appointment.

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.

December 1996