The Inter-Organisations Study Section on Salaries and Prices (IOS) located in OECD is looking for an Analyst to deal with questions concerning remuneration of staff in the six Co-ordinated Organisations (NATO, the Council of Europe, the European Centre for Medium-Range Weather Forecasts, the European Space Agency, the Western European Union and the OECD). This person will assume the secretariat of the Co-ordinating Committee on Remuneration (CCR) meetings held among national delegates, as well as of certain technical working parties, and produce technical papers for the Committee and, in the framework of technical work for the Section, carry out diverse ad hoc studies and other work within and outside the co-ordinated system. S/he will work under the supervision of the Head of the Section as well as for the Chairman of the CCR.

The job...

1. Assume the secretariat of the CCR: take minutes at the Committee meetings and produce notes and conclusions; produce briefing notes for the Chairman of the CCR; ensure that agendas are produced and that necessary documents are available for meetings; produce explanatory notes on technical questions; verify translations; ensure correctness of translations of various documents produced for the Committee.

2. Produce technical papers which are used as background material for decisions of the CCR.

3. Assume different jobs of technical nature for the Section: produce comparative studies on other international organisations’ remuneration systems and on national civil service and private industry remuneration with ensuing analysis and reports of findings; produce studies of remuneration systems, job classification and other comparisons for organisations attached to the co-ordinated system; carry out salary, price and rent surveys with ensuing reports on findings.

4. Make presentations in the various organisations belonging to the co-ordinated system concerning family budget surveys carried out by the Section in other international organisations on various subjects.

5. Carry out fiscal calculations related to retired staff of the Co-ordinated Organisations and the internal tax of certain organisations, as well as the calculations of purchasing power parities.
The person we are looking for should have…

1. A university degree in statistics, economics or a related field.

2. At least five years of professional experience in an appropriate area either at national or international level is a minimum requirement. Experience in the field of compensation management would be an advantage.

3. An excellent drafting ability in one of the two official languages (English and French). Ability to converse in the other. Good knowledge of other languages of the reference countries is desirable.

4. Tact and discretion.

5. An ability to work in a multicultural team.


We are an equal opportunity employer and encourage applications from female candidates.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)026 and be sent via our on-line application form on www.oecd.org/hrm by 19 April 2001.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org