HEAD OF THE OUTREACH, MANAGEMENT AND COMMUNICATIONS SUPPORT UNIT, Grade A4
Centre for Tax Policy Administration, Directorate for Financial, Fiscal and Enterprise Affairs

EXD/HRM/VAC(2001)028

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an experienced person to head the Outreach, Management and Communications Support Unit of the Centre for Tax Policy and Administration (the Centre) within the Directorate for Financial, Fiscal and Enterprise Affairs. This person will primarily advise and assist the Head of the Centre on all matters relating to the Centre for Co-operation with Non-members (CCNM) Programme of Work as well as on matters relating to the management and communications of the Centre.

The job...

1. Develop a strategic direction for the OECD’s Global Forum on Taxation with a clear link to the policies and priorities of the Committee on Fiscal Affairs (CFA). Service the CFA Board on Co-operation with Non-members and the CFA Advisory Group on Co-operation with Non-Members. This will involve working closely with the CCNM, the CFA and Non-member representatives.

2. Co-ordinate the CCNM activities of the Centre (over 75 activities a year) and supervise the six tax centres (Ankara, Budapest, Tianjing, Chonan, Moscow and Vienna). Organise and participate in some of the events in these tax centres.

3. Represent the Centre at CCNM related events, co-ordinate the Centre’s activities with other international organisations and national technical assistance units in Aid Agencies.

4. Assume overall responsibility for the organisation and assessment of observership requests to the CFA.

5. Develop and implement a funding strategy to attract voluntary financial contributions for the CCNM activities of the Centre; establish a regular secondment programme and develop other innovative ways of resourcing the Centre.

6. Manage the team of professional, support staff and part-time consultants and supervise the work of the Head of the Outreach Section and the Head of the Management and Communications Support Section of the Outreach, Management and Communications Unit of the Centre.

7. Oversee the development of the biennial Programme of Work, the setting of priorities throughout the Centre and the management of the Centre’s financial resources by supervising the funding and expenditure of the Centre.
8. Develop and oversee the implementation of the Centre’s publications and communications strategy both in paper and electronic format and explore ways of developing networks between Member and non-member countries.

9. Represent the Centre in the DAF management team. Propose solutions to the Head of the Centre with regard to administrative and related management problems.

The person we are looking for should have...

1. An advanced university degree in law, accounting or public finance.

2. Excellent knowledge and at least ten years' experience in tax policy and administration.

3. Experience in managing a team of multidisciplinary professionals in a multicultural environment.

4. Excellent interpersonal and communication skills. Teaching experience in tax policy or administration would be desirable.

5. Good knowledge of the OECD’s programme of work in the tax area and on related outreach activities and good knowledge of the Organisation’s administrative, budgetary and personnel procedures.

6. Team spirit, flexibility, initiative and ability to work with the minimum of supervision, establish priorities and meet deadlines.

7. Willingness to travel.

8. Excellent knowledge of one of the two official languages of the Organisation (English and French) and good knowledge of the other.

N.B. The appointment may initially be made 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.

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


Only candidates selected for interview will be contacted.

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