The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an experienced person to carry out the function of Principal Administrator in the Council Secretariat of the Organisation.

The post...

1. Organise, prepare and ensure follow-up to meetings of the Council and of certain committees under its responsibility (Executive Committee, Committee on Co-operation with Non-Members, Executive Committee in Special Session…), as well as other informal meetings and in this context, notably:
   - keep abreast of the activities of the Organisation;
   - draft reports, summaries, briefs on various issues of interest to the Council and its subsidiary bodies, and summary records and conclusions of meetings;
   - supervise the finalisation, notably in compliance with procedures, of documents prepared by Committees and Directorates;
   - provide required assistance to Chairs of meetings.

2. Supervise the day-to-day operations and ensure the daily management of the human resources of the Council Secretariat including allocation of tasks according to priorities, quality control, respect of deadlines, internal administrative questions, etc.

3. Maintain contact and liaison as necessary with all the other sectors of the Secretariat and Members of the OECD Permanent Delegations concerning all issues under the responsibility of the Council and its bodies.

4. Assist the Head of the Council Secretariat in the exercise of his functions and replace him in his absence.
The person we are looking for should have...

1. An advanced university degree in law, political science, economics, international relations or other relevant discipline.

2. At least ten years’ experience in the field of international relations; good general knowledge of economic and social questions and their international policy implications. Knowledge of the functioning of other intergovernmental organisations would be an advantage.

3. A sense of organisation, initiative and responsibility taking forward several projects simultaneously and the capacity to deal effectively with changing priorities.

4. Established capacity to team-work. A proven ability to organise, co-ordinate and supervise the work of several members of staff, consistently maintaining high standards and ensuring completion of work on time.

5. Ability to carry out the duties assigned rapidly, methodically and with discernment, and to draft synthesis documents and situation reports clearly and succinctly.

6. Ability to maintain relations with the Secretariat and Permanent Delegations at all levels.

7. Experience of, and facility with the use of word processing. An excellent knowledge of the two official languages of the Organisation (English and French) and perfect drafting ability in one of them; ability to draft in the other would be an advantage.

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