SENIOR PROJECT MANAGER,
ANTI-CORRUPTION (SOUTH EASTERN EUROPE),
Grade A4
Anti-Corruption Division,
Directorate for Financial, Fiscal and Enterprise Affairs

EXD/HRM/VAC(2001)081

PROJECT POST

Fixed term appointment : one year, renewable

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a Senior Project Manager to oversee and manage the implementation of the anti-bribery component of the Stability Pact Anti-Corruption Initiative. The project is operated in the framework of the Centre for Co-operation with Non-Member economies (CCNM)’s regional programme for South Eastern Europe. This person will report to the Head of the Anti-Corruption Division in the Directorate for Financial, Fiscal and Enterprise Affairs.

The Stability Pact Anti-Corruption Initiative (www.oecd.org/daf/SPAIcom/), endorsed in Sarajevo on February 15-16, 2000, commits seven South Eastern European countries: Albania, Bosnia-Herzegovina, Croatia, FYROM, FRY, Moldova and Romania to adopt comprehensive policies to tackle corruption. The objective of the Initiative is to help countries to take effective measures to combat corruption in four areas: public governance, rule of law, bribery in business transactions, and civil society participation. The OECD, jointly with the Council of Europe and the Office of the Special Co-ordinator for South Eastern Europe, acts as the Secretariat of the Initiative. In addition, the OECD Anti-Corruption Division is responsible for advising on, and monitoring policy reform in the areas of bribery and public/private partnerships on the basis of relevant international standards and good practices.

The job...

1. Plan and direct the work programme of the Anti-Corruption Division in the framework of the Stability Pact Anti-Corruption Initiative, including advising on and ensuring the consistency of relevant policy of the Initiative and application of the decisions of the Initiative’s bodies. Manage and provide strong intellectual direction to a team of professional staff in the Anti-Corruption Division.

2. Define the framework for analysis for fighting bribery and corruption in business transactions in South Eastern Europe. This includes the selection of individual aspects for special scrutiny, and the preparation of relevant sections of the ‘Peer Reviews’ of SPAI countries. To this end, collaborate with OECD Directorates, including the Public Management Services, other international agencies and recipient countries.

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3. Identify capacity-building needs in recipient countries and develop relevant programmes. Supervise their implementation at country- and regional level, including reviewing and assessing proposals by recipient countries, securing funding and preparing donor and projects agreements. In this context, establish and maintain close contact with senior officials in national administrations, aid agencies, other organisations and representatives of civil society, and keep abreast of developments in the field both outside and inside the Organisation.

4. Raise and administer voluntary contributions to support the OECD Anti-Corruption Division in implementing the Initiative, including responsibility for donor reports and budgetary management of the financial resources to ensure transparency and accountability for all funds.

5. Establish and maintain close contacts with other international organisations active in the field of anti-corruption, represent the OECD in international conferences where needed, and work closely with non-governmental organisations, representatives of the private sector, labour, civil society and the media in order to achieve the objectives of the Initiative.

The person we are looking for should have...

1. An advanced university degree in law, preferably in criminal and company law. An equivalent degree in business or political science could also be acceptable.

2. At least seven years’ experience in the area of anti-corruption (principally fighting bribery and corruption in business transactions) in either a national administration or an international organisation.

3. Proven experience in building and leading project teams and in guiding and motivating staff in a multicultural context and in managing staff. Demonstrated ability to work effectively in a range of cultural and political contexts and make innovative contributions to the development and implementation of the Division’s work plan in the context of its South Eastern Europe programme. Good organisational skills and ability to work under minimal supervision and under pressure and to adapt to new tasks are required.

4. Strong, proven analytical capacity in the area of political and legal affairs, including demonstrated ability to draft clear and concise technical and policy-oriented reports. A good knowledge of anti-corruption policy issues, including knowledge of the relevant scientific and policy literature and a demonstrated capacity to write clearly on these issues. Knowledge of the South Eastern Europe anti-corruption context would be an important plus.

5. Strong communication and interpersonal skills, in particular the ability to pursue and present the work of the Division with skill and judgement in dialogue with Member and non-member governments at senior levels and outside audiences.

6. Excellent knowledge of one of the official languages of the OECD (English and French); good knowledge of the other. Knowledge of one or more South Eastern European languages would be an advantage.

7. Availability for frequent travel, especially to South Eastern Europe.

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