MANAGER FOR OECD ISTANBUL CENTRE
ON PRIVATE SECTOR DEVELOPMENT
Grade A4
Capital Movements, International Investments and Services Division
Directorate for Financial, Fiscal and Enterprise Affairs

EXD/HRM/VAC(2001)113

The job...

1. Assist in developing a strategic overview for the participation of non-OECD economies, particularly Central Asian, and Black Sea economies in the activities of the Istanbul Centre.

2. Manage the OECD’s Istanbul Centre on Private Sector Development, including the design, development and implementation of events and programmes with special emphasis on regional investment initiatives and contribute analytical materials in support of these activities.

3. Help mobilise resources from governments and international organisations in support of the Centre’s private sector development activities. Take responsibility for thorough and regular reporting on the programme’s objectives, outputs and results to ensure transparency and financial viability.

4. Ensure effective co-operation with staff working in related fields in DAFFE, CCNM and other Directorates, as well as with OECD Delegations and other international organisations.

5. Promote increased involvement of the private sector and other non governmental bodies in the activities of the Istanbul Centre.
6. Develop an internal and external communications strategy on the programme of the OECD Istanbul Centre. Take responsibility for preparation of supporting materials.

The person we are looking for should have...

1. An advanced university degree in economy, law or business administration.

2. At least ten years of experience providing advice to governments or the private sector; experience in policy areas relating to investment and private sector development and knowledge of current issues in Central Asia, Caucasus, South East Europe and Turkey would constitute an advantage.

3. Proven ability to manage inter-disciplinary programmes.

4. Experience in drafting reports, strategy and/or policy advice.

5. Willingness to travel.

6. Proven strong analytical skills.

7. Excellent communication skills. Excellent interpersonal, negotiation skills and ability to communicate with senior representatives of government and private sector.

8. Excellent drafting skills in English. Good knowledge of French and Turkish will 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.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)113 and be sent via our on-line application form on www.oecd.org/hrm by 18 December 2001.

Only candidates selected for interview will be contacted.

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