The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an Administrator who, under the supervision of the Director of the Council Secretariat, will contribute to the preparation of and follow-up of meetings of the Council and of its directly dependent bodies, and in the drafting of summary records and/or conclusions of these meetings.

The job...

1. Participate in the preparation, holding and follow-up of meetings of the Council, the Executive Committee, the Executive Committee in Special Session, the Committee on Co-operation with Non-Members, and Heads of Delegation, as well as other meetings. The work includes in particular:
   - reviewing documents intended for submission to these meetings, drafting the cover-notes thereof when necessary and ensuring, *inter alia*, consistency with established procedures and precedents;
   - preparing briefs, draft statements, etc. for the chairpersons of these meetings;
   - drafting, within the allotted time, the summary records and/or conclusions of these meetings.

2. Carry out certain other tasks as and when required, including preparation of summaries and reports on matters dealt with by the Council Secretariat, some translation work, and help with the preparation and running of meetings at Ministerial level or other high-level meetings, etc.

3. Liaise with members of Permanent Delegations and the Secretariat at all levels as required.
The person we are looking for should have...

1. A university degree (e.g. in international relations, political science, law, etc...).

2. At least five years’ experience either in a national administration or in an international organisation. Familiarity with the OECD’s structures and procedures would be an advantage.

3. Excellent drafting ability; ability to analyse and summarise; meticulousness, good judgement and adaptability; ability to work well in a multicultural team, sometimes under considerable pressure.

4. Perfect knowledge of French; very good knowledge of written and spoken English.

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(2002)008 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 14 March 2002.

Only candidates selected for interview will be contacted.

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