The job...

1. Advise the Organisations on application of the Co-ordinated Organisations’ Pension Scheme; analyse, as required, any problems that may arise in the application of the Scheme.

2. Advise the Head of the Section in the development of a policy, actuarially neutral, of transfer of pension rights. Assist him in its setting up and in negotiations of transfer agreements.

3. Follow the evolution of the costs of the Pension scheme, draw up the annual balance sheet; assist Organisations in their budgetary forecasts by evaluation of projected expenditure.

4. Help prepare documents for meetings of the CAPOC (Comité Administratif des Pensions des Organisations Coordonnées) and other committees.

5. Participate in the daily running of the Section; advise the administrative officers in the Calculation Unit; advise, when required, pensioners or future pensioners on their rights and obligations.

6. Participate in the continuous updating and technical development of the Section’s documentary database.

7. Monitor the development of the Pension Schemes operated by other intergovernmental organisations (which are not part of the co-ordinated system) and selected national public administrations; carry out comparative studies.

8. Carry out all other administrative duties relating to the Section’s activities.
The person we are looking for should have...

1. An advanced university degree in actuarial studies or law, preferably with a specialisation in international public law.

2. At least three years’ experience in the areas of pensions administration or insurance or personnel management.

3. Good computer skills, preferably in relation to document management and archiving systems.

4. Ability to work as part of a multicultural team and in several areas of activity.

5. Ability to maintain good working relations with the administrative services of the Co-ordinated Organisations and with pensioners. A sense of tact, professional rigour and discretion are essential.

6. Excellent command of one of the two official languages of the Organisation (English and French), together with good drafting skills in that language, and a working knowledge of the other. Knowledge of other languages would be an advantage.

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)015 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 28 March 2002.

Only candidates selected for interview will be contacted.

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