ADMINISTRATOR - EDUCATION
Grade A2/A3
Centre for Educational Research and Innovation (CERI),
Directorate for Education, Employment, Labour and Social Affairs

EXD/HRM/VAC(2002)022

Project post

Fixed term appointment : two years

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an Administrator to implement the CERI activity, ‘What Works in Innovation in Education’, which focuses on specific topics agreed in advance by the CERI Governing Board. For 2002-2003, the topic is on innovations relating to formative assessment and teaching strategies in a number of OECD countries. S/he will work under the guidance of the senior management of the Centre for Educational Research and Innovation (CERI).

The job...

1. Under senior management supervision and in liaison with colleagues in CERI and other parts of the Directorate for Education Employment, Labour and Social Affairs:

   - analyse and evaluate educational initiatives and innovations,

   - help implement the 2002-2003 "What Works in Innovation in Education" programme, including main responsibility for drafting of the final report and organising seminars in preparation of the report and its subsequent dissemination,

   - identify suitable topics for the 2004-2005 "What Works" study, and organise its design,

   - manage professional staff and consultants engaged in the "What Works" programme.

2. Make a contribution to other CERI activities, especially relating to work on schooling for the future, as may be required.

3. Establish and maintain contacts with OECD Secretariat staff, Ministries, other International Organisations or bodies, and groups and research networks in support of the Programme objectives, including fund-raising.

4. Prepare reports and organise meetings and ensure that documents and other work related to the activities are of the highest standard.

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The person we are looking for should have...

1. An advanced university degree in education/social sciences.

2. Minimum three years’ professional experience in research and evaluation of programmes, policies, innovations and practice. Experience of both research and policy environments, including fund-raising, will be a definite advantage.

3. Good organisational and interpersonal skills, relating to projects bringing together diverse material and people of different professional and cultural backgrounds. Cultural sensitivity towards other traditions and nationalities; commitment to equal employment opportunities, and the capacity for innovation and self-motivation.

4. The ability to work independently and lead teams within the objectives of the programme and the supervision of CERI management; the ability to adapt quickly to work on new, and sometimes unfamiliar, areas.

5. Good drafting ability in one of the two languages of the Organisation, with a track record of publications in relevant fields.

6. The ability to draft quickly, organise, analyse and synthesise complex information clearly for both specialist and non-specialist readers; good editing skills and up-to-date skills on using information technologies are also needed.

7. Very effective oral communication skills and excellent knowledge of one of the official languages of the Organisation (English and French), and good knowledge of the other. Knowledge of other languages 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.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2002)022 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 9th May 2002.

Only candidates selected for interview will be contacted.

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