The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an experienced person to provide a full range of central management and administrative services for the Economics Department. The person reports to the Head of Department and works closely with the Directors and Deputy Directors.

The job...

1. **Budget planning, preparation and management.** Working closely with management, draft and assemble the Department's annual (or biennial) Programme of Work and Budget. Monitor and project expenditures, assess requests and advise on best use of available funds. Prepare regular reports for management.

2. **Staff recruitment and management.** In close collaboration with Human Resource Management, organise and co-ordinate recruitment of permanent and temporary staff, and participate in panel interviews as a member of the department's Standing Recruitment Panel. Assist and advise Directors on implementation of OECD policies on the management and development of staff. Co-ordinate the annual staff review process.

3. **Liaison with support services.** Maintain regular contact with the OECD central services to keep abreast of developments in these areas and to ensure that the Department's concerns are taken into account.

4. **Public relations.** Represent the Department in various OECD-wide fora, including the Administrative Officers Group and ad hoc task forces. Participate in the development and implementation of the Department's IT and web-based communications policy.

5. **Executive assistance to the Head of Department.** Draft correspondence and documents on administrative matters on behalf of the Head of Department. Ensure that decisions are carried out.

6. **Management of the Unit.** Supervise the staff of the Unit (four staff members). Ensure good communication and teamwork, and facilitate the team members' professional development.
Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2002)051 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 29th August 2002.

Only candidates selected for interview will be contacted.

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

We are an equal opportunity employer and encourage applications from female candidates.

The person we are looking for should have...

1. A university degree in business administration or related discipline and/or equivalent experience. Some knowledge of economics, enabling the person to relate to the Department’s substantive work, would be an advantage.

2. At least ten years’ experience and proven capacities in a management position. Strong organisational and interpersonal skills. Ability to supervise and motivate a multicultural team.

3. Excellent communications skills (presentations, writing and editing). Ability to develop and maintain contacts at all levels within and outside the Organisation.

4. Thorough knowledge of, and interest in, generally accepted principles of financial and budget management. Familiarity with the Organisation’s financial rules and administrative procedures, both computer-based and otherwise.

5. Extensive knowledge of and experience with human resource management. Familiarity with the staff rules and administrative procedures.

6. Excellent knowledge of, and ability to draft in, both the official languages of the Organisation (English and French). 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.