The OECD is an international organisation based in Paris with a staff of some 2,000. We are looking for an analyst to conceptualise, develop and supervise the implementation of large-scale international data collection programmes and surveys, to conduct and supervise statistical and analytical work, and to draft documents and publications in the area of education. The person will work under the supervision of the Head of Division for Indicators and Analysis in the Directorate for Education.

**The job...**

1. Contribute to the design and implementation of the OECD education indicators.
2. Conceptualise, develop and supervise the implementation of large-scale international data collection programmes and surveys, in particular, explore with Member countries the establishment of an international comparative assessment of adult skills.
3. Carry out analysis of issues of current policy relevance for the Education Committee and CERI Governing Board and supervise related statistical and analytical work. In collaboration with colleagues and external experts, draft and edit substantive papers including synthetic reports, seminar proceedings, country case studies and analytical papers, including for eventual publication. Prepare draft press releases as required.
4. Contribute to the organisation of meetings, conferences and workshops.
5. Contribute, as required, to horizontal and multidisciplinary projects and activities of the Directorate for Education and the OECD.
6. Establish and maintain professional contacts with key organisations and individuals outside the programme, including for fund-raising. Keep up-to-date with developments in education statistics, the academic literature on educational research, and survey methodologies.
7. Represent the OECD in relevant international fora and deliver presentations and papers.
8. Supervise consultants and support staff. Participate in the recruitment and selection processes for these categories of staff. Draft their task descriptions, objectives and deadlines. Monitor progress, provide evaluations, guidance and advice where required.
9. Carry out other related duties as assigned.

JT00143544
29-Apr-2003
The person we are looking for should have...

1. An advanced university degree in statistics, education, the social sciences or economics.

2. Three to seven years’ experience in educational or survey research in an international or national agency, or commercial or research institute. Expertise in survey design and research methodologies would be an advantage.

3. Ability to organise and summarise complex material clearly for both specialist and non-specialist audiences.

4. Practical experience of statistical information technology and data analysis software.

5. Capacity for self-motivation and innovation. Ability to motivate consultants and support staff and to work as part of a multicultural team, including a commitment to promoting diversity and equity. Good communication and interpersonal skills. Ability to work harmoniously with colleagues within and outside the Organisation. Ability to work under pressure and to meet strict deadlines.

6. Excellent knowledge of one of the two official languages of the Organisation (English and French) including a high level of drafting ability. Knowledge of the other official language. Knowledge of other OECD Member country language(s) is an advantage.

N.B. The appointment may initially be made at a 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 this 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(2003)034 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 29th May 2003.

Only candidates selected for interview will be contacted.

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