The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a Head of Country or Policy Studies Division to organise and direct work on a wide range of economic issues for the Committees served by the Economics Department or for publication, for following related work and for co-ordinating with other parts of the Department and with other Directorates. This person will work under the supervision of a Director or of the Head of Economics Department.

**The job...**

1. Plan, organise and supervise the Programme of Work and ensure its smooth operation. This work includes:
   - drafting and editing documents intended for Committees, in relevant economic areas;
   - keeping abreast of new and useful developments in the fields that are of direct relevance to the work of the Department;
   - ensuring that the work is appropriately reflected in, and contributing regularly to, the Department's publications (Economic Surveys, Economic Outlook, Monographs, Economic Studies, Working Papers).

2. Contribute to the planning and organising of meetings and other aspects of the Department’s Programme of Work. Participate in the general work of the Department, in particular ensuring consistency in the area of work for which he/she takes the lead:

3. Represent the Department and the Organisation at internal and external meetings. Ensure co-operation with other parts of the Organisation.

4. Supervise, motivate and contribute to the professional development of staff under his/her direction within the framework of the staff policy of the Department and of the Organisation.

5. Establish and maintain close contact with national authorities, research institutes, private sector and other international organisations.

6. Participate in the Department's recruitment procedures, including interviewing and assessing candidates.

JT00143555
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Duties specific to a Country Studies Head of Division

1. Take primary responsibility for the planning, conception, drafting and editing of the draft country reviews for the EDRC and subsequent publication of *OECD Economic Surveys*.

2. Manage and follow the ongoing assessment and monitoring of the countries covered by the Division, including supervision of the work of the country desks on the half-yearly economic projections, while ensuring consistency of these assessments with trends in the world economy.

3. Organise and carry out regular missions to the countries covered by the Division. Maintain regular contacts with government officials and relevant bodies in the private sector.

4. Contribute to the wide dissemination of Country Studies Branch work through the media.

Duties specific to a Policy Studies Head of Division

1. Design and supervise research projects on specific economic issues, with special attention to the interaction between structural changes and economy-wide results.

2. Participate in outside meetings, workshops and seminars sponsored by academic and research institutions, as appropriate.

3. Ensure close co-operation with the specialised substantive directorates of the OECD, whether or not in the context of Organisation-wide projects.

4. Contribute to the wide dissemination of Policy Studies Branch work through the media.

The person we are looking for should have...

1. An advanced university degree in economics, including both macro- and micro-economic theory and preferably extensive experience in quantitative applied economic analysis.

2. Extensive knowledge of the application of economic reasoning to a wide range of policy questions. Ten to fifteen years’ experience of policy analysis, preferably at a high level of responsibility, in a national administration or international organisation.

3. Proven ability to manage and supervise professional and support staff in a multicultural environment. Ability to lead discussions in Committees and Working Parties and to liaise with senior officials and members of Delegations. Commitment to equal opportunities.

4. Knowledge of both official languages of the Organisation (English and French) and demonstrated ability to draft both technical and policy-oriented papers in at least one of them.

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)035 and be sent via our on-line application form on [www.oecd.org](http://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](http://www.oecd.org)*