ADMINISTRATOR - CHINA AND ASIA UNIT
Grade A2/A3
Centre for Co-operation with Non-Members,
General Secretariat

EXD/HRM/VAC(2003)044

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an Administrator for the China and Asia Unit to maintain the analytical and administrative framework for the successful development of the OECD-China Programme of dialogue and co-operation. He/she will work under the supervision of the Head of the Asia and China Unit in the Centre for Co-operation with Non-Members (CCNM) in the General Secretariat.

The job...

Analytical tasks

1. Monitor the main issues – economic and other – at stake in the interaction between OECD Member countries and China, assessing their relevance, using the tools of economics, as appropriate. Monitor the main domestic policy issues in China, economic and other, emerging as the country becomes more integrated into the world economy, using Chinese sources and contacts with the main research institutions in China in the area of social sciences.

2. Draft analytical notes at request for senior management and for staff working on China.

3. Monitor the mainstream work of OECD in its various committees and assess China's participation, actual or potential; explain the OECD's Programme of Work to Chinese contacts. Assess the value of activities of the China programme in each area against the backdrop of OECD's and Member countries' main concerns in these areas in view of the preparation of future programmes of work.

4. Keep abreast of developments in bilateral and multilateral aid programmes and institutions and other fora (in particular WTO and APEC) concerning China to ensure that OECD's work is well positioned and to exploit synergies when they appear.

Administrative aspects

5. Contribute to the yearly draft Programme of Work and Budget for the China programme and monitor its implementation.

6. Liaise and co-operate with the co-ordinating agency in China to ensure efficient communication with Chinese Ministries and Agencies.

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7. Organise regular informal meetings with OECD staff working on China, relevant officials from Member country Delegations and Chinese officials concerned in order to keep all parties informed of current issues, progress of activities etc. Participate in meetings with Chinese Delegations, prepare briefings and make administrative arrangements for high-level visits, contacts, missions and OECD events related to China which fall under CCNM responsibility.

8. Prepare information notes, update and enrich the Internet site and perform other communication tasks such as writing letters.

9. Supervise the work of consultants and experts contributing to the Unit’s work as required.

10. Contribute to the management of CCNM regional programmes as necessary.

_The person we are looking for should have..._

1. An advanced degree in economics.

2. A sound understanding of China, based on three to seven years' practical experience, and a good knowledge of OECD work, preferably acquired in a national administration or an intergovernmental body.

3. Very good analytical skills.

4. Very good communication and interpersonal skills. Experience of work in a multicultural team.

5. A sense of responsibility and dedication to the objectives of OECD vis-à-vis China.

6. An experience in managing external consultants/experts.

7. An excellent knowledge of, including drafting ability in, one of the official languages of the OECD (English and French). Some knowledge of the other. Fluent Chinese including excellent ability to speak and read.

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(2003)044 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 19th June 2003.

_Only candidates selected for interview will be contacted._

_For more information on OECD and our recruitment, please see www.oecd.org_