CONTRACTS MANAGEMENT ASSISTANT  
Grade B3  
Procurement and Contracts Management Division,  
Executive Directorate

EXD/HRM/VAC(2003)064

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for an assistant to carry out a wide range of duties relating to procurement and liaise with the Organisation's Directorate for Legal Affairs on matters concerning contract management. S/he will work under the joint supervision of the Purchasing Manager and the Client Services and Contracts Administration Manager in the Procurement and Contracts Management Division, which is part of the Executive Directorate.

The job...

1. Act as the interlocutor for the Directorate for Legal Affairs in ensuring the systematic use of pro forma documents for drafting contracts and calls for tender. Interface with the Legal Affairs Directorate on matters relating to the contracts approval channel.

2. Ensure that relevant information on legal and procurement matters is circulated to team members in the Procurement and Contracts Management Division. Set up a filing system enabling the rapid and coherent consultation of any documents the team might require.

3. Co-ordinate with the Secretariat of the Contracts Committee assistance to internal clients on all questions and to PCM staff on the relevance of files to be presented to the Contracts Committee. Replace the Administrative Officer in the Secretariat of the Contracts Committee in her absence.

4. Work closely with requestors to co-ordinate and plan calls for tender and major procurement contracts so as to spread the workload more evenly over the year.

5. Draw up contracts in accordance with the OECD Financial Rules and the Procurement Procedures, and collaborate closely with the Administrative Officer in all matters related to the Contracts Committee.

6. Participate in the drive to standardise and optimise administrative procedures.

7. Provide support on the management of the Organisation's insurance policies and serve as liaison between OECD staff and the Organisation's insurance broker(s), as necessary.

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The person we are looking for should have…

1. A secondary, preferably post-secondary level education. Prior para-legal training and experience would be an advantage. Sound knowledge of procurement i.e. market research, calls for tender and contracts.

2. The ability to establish plans and priorities and to work reliably and accurately under pressure. The ability to work autonomously and to take initiatives. Keen sense of client service.

3. The ability to analyse delicate situations and solve problems.

4. Strong information technology skills, in particular Microsoft Suite (Word, Excel and Outlook). Proven experience of the SAP system, and of drafting procurement reports for management purposes.

5. Highly developed interpersonal skills and proven ability for teamwork in a multicultural environment. Highly motivated, ability to adapt to different managerial styles. The ability to communicate clearly and persuasively, both orally and in writing.

6. Excellent knowledge of one of the Organisation's two official languages (English and French), and very good written and oral knowledge of the other.

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)064 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 21st August 2003.

Only candidates selected for interview will be contacted.

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