OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), ECONOMIC ANALYSIS AND DEVELOPMENT POLICY DIALOGUE PROGRAMME, DEVELOPMENT CENTRE

[Duration of appointment: Fixed term (2 years)]

Closing date for applications: 15 March 1997

The OECD is an equal opportunity employer and encourages applications from female candidates

Role

Under the supervision of the Head of Division and/or a Principal Administrator, the main responsibility of the post-holder will be to participate in the research and policy dialogue activities of the Development Centre in the framework of the Economic Analysis and Development Policy Dialogue Programme.

Main Duties

1. Undertake policy-oriented research on one of the themes of the Research Programme, and in particular on the following projects: "Reform and Growth in Large Developing Countries"; "Regional Co-operation and Integration".

2. Participate in the formulation of policy recommendations and present the conclusions of the research to relevant OECD committees and to meetings of decision-makers from Member and non-Member countries.
3. Maintain close working relations with national and international institutions working in the same and related areas, and undertake economic policy dialogue activities.

4. Supervise and co-ordinate the work of consultants.

Carry out other related duties as assigned.

**Principal Qualifications**

1. Advanced university degree in economics, preferably with a specialisation in applied trade theory and quantitative economic analysis.

2. Excellent knowledge of issues related to the formulation of economic policies in developing countries. Several years' experience of economic development research, with a significant international publication track-record.

3. Proven ability to deal with politically complex economic issues in developing countries. Proven ability to dialogue with decision-makers in developing countries and in Member countries. Experience in drafting documentation intended for policy-makers.

4. Ability to administer and supervise research activities and to integrate with a team of researchers and consultants working in various fields.

5. Excellent knowledge of one of the official languages of the Organisation (English and French) and ability to draft well in that language; good working knowledge of the other.

**N.B.** The post may be filled 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.
GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be less than 65 years old at the time of appointment.

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: Unless otherwise mentioned in the Vacancy Notice, in the case of an established official being chosen for the post, an appointment of indefinite duration may be offered, and in all other cases, a fixed-term appointment will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Those who are not to be interviewed will be so informed. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should do so on an application form obtainable from Human Resource Management. Applications should be sent to this service, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

January 1997