OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), COMPETITION AND CONSUMER POLICY DIVISION, DIRECTORATE FOR FINANCIAL, FISCAL AND ENTERPRISE AFFAIRS

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

Closing date for applications: 30 April 1997

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

Role

Under the supervision of the Head of Division, the main responsibilities of the post-holder will be to organise and prepare activities concerning competition policy in economies in transition, within the overall framework of the programme of work of the Centre for Co-operation with Economies in Transition (CCET). The post-holder will also participate in the work of the Committee on Competition Law and Policy (CLP) through the writing and presentation of analytical documents and the planning of Committee and Working Party meetings.

Main Duties

1. Assist in the development of sound competition policies for countries in transition, working directly with senior competition officials in those countries. Guide those officials in policy implementation, including providing advice and assistance in organising and operating a competition agency and in working effectively within the framework of the national government and institutions.
2. Organise and present programmes for the training of competition enforcement staff in countries in transition, including creating the structure and content of such programmes, preparing background notes and other technical documents for use in the programmes, working with competition officials in the participating countries and with others in the Division and the OECD Secretariat on organisational aspects of the programmes, and participating in the programmes as chairman and competition expert.

3. Provide expert advice to senior competition officials in countries in transition on the drafting of laws, guidelines, commentaries and other official documents implementing competition policy in those countries.

4. Co-ordinate with the Head of Division, the CLP Committee and working party chairmen and others in the Division in planning the meetings of these bodies, assume direct responsibility for one or more of the working parties, and attend and participate in the meetings.

5. Conduct research for and write documents on competition policy in support of the work of the CLP, and supervise the work of outside consultants on such projects.

6. Monitor developments in the field of Competition policy in both Member and non-Member countries and prepare briefs for the senior staff of the Organisation on them.

7. Develop effective working relationships with senior competition officials in Member and non-Member delegations and capitals to ensure effective operation and management of the activities of the CLP and provide effective technical assistance to non-Member countries. Through these contacts the post-holder will recruit and direct the work of participants in CLP projects and in policy advice to countries in transition.

Carry out other related duties as assigned.

Principal Qualifications

1. Advanced university degree in economics or law, preferably with a specialisation in industrial economics or competition law.

2. Extensive experience in a national or international administration responsible for the enforcement of competition laws and policies.

3. Sound knowledge of the main features of the competition laws and policies in operation in OECD countries and in the European countries in transition as well as of international initiatives to promote co-operation between countries.

4. Ability to write clearly and quickly and to deal with highly technical subjects for consideration by senior competition officials.

5. Organisational skills, including ability to plan, organise and present a conference or seminar involving officials from different countries and backgrounds. Ability to work efficiently under pressure with the capacity to prioritise tasks according to often tight deadlines.
6. Ability to communicate effectively, to present difficult and complex concepts to less experienced officials in a manner that holds their attention and effectively imparts knowledge and experience; ability to present documents and proposals clearly, concisely and convincingly at meetings with senior competition officials.

7. Ability to establish and maintain good working relationships with senior officials at national and international level. Ability to work in a team and to adapt smoothly to changing working methods and technologies.

8. Excellent knowledge of one of the two official languages of the Organisation (English and French), including an ability to draft well in that language; good 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