OFFICE CIRCULAR

HEAD OF THE BUDGET AND ANALYSIS SECTION (GRADE A2/A3), BUDGET AND FINANCIAL STUDIES DIVISION, BUDGET AND FINANCE SERVICE

Closing date for applications: 20 May 1997

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

Role

Under the supervision of the Head of Division (A5), the main responsibilities of the post-holder will be to co-ordinate and control the preparation of the Budget of the Organisation.

Main Duties

1. Co-ordination and control of the budget preparation

   - Assist in providing detailed, operational oversight and co-ordination of the budget preparation process to ensure that correct assumptions are used, calculations are correct, verifications are made with appropriate parties, timetables are respected and that the different components of the budget are drawn up in a consistent manner, etc.

   - Put into perspective and give a clear overall picture of the budget preparation work in order to ensure harmonization of its elements; ensure the coherent and balanced elaboration of all the budget components.
- Assist users of the budget to employ its information more effectively to manage their decentralised appropriations and better estimate their needs, providing training to this end, as necessary.

- Maintain effective working relations with staff at all levels in the Organisation involved in budget preparation; provide guidance and advice as necessary on all of the above.

2. Financial Studies

- Assist in the design and implementation of budget-related management studies, notably social coverage, decentralisation, contracting out, staff, overheads and chargeback, budget procedure development, the new premises, or non-Member countries, etc.

3. Organisation and supervision

- Contribute to the improvement of budgetary procedures and to the development of the budget presentation with a view to responding to the changing needs of the Organisation, realising administrative efficiencies and enhancing the accessibility of the information for all users -- while ensuring that its production remains technically feasible.

- Plan and supervise the work of two support staff in the Unit (currently one B6 and one B4).

4. Carry out other related duties as assigned.

Principal Qualifications

1. Advanced university degree in business administration (MBA or equivalent).

2. A minimum of seven years' experience in administrative and financial functions of which three years in an international structure. Experience in the private sector would be desirable. Complete knowledge and experience of budget control and reporting techniques. Very good computer skills. Experience in the management of a team.

3. Ability to work well at a detailed level, recognise what is essential and summarise; special aptitude to draft and communicate orally. Excellent communication and negotiating skills. Leadership skills.

4. Excellent knowledge of one of the official languages of the Organisation (English and French); 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