OFFICE CIRCULAR

ONE (POSSIBLY TWO) HEAD OF PROGRAMME POSTS (GRADE A5) IN GOVERNANCE AND PUBLIC MANAGEMENT IN THE PUBLIC MANAGEMENT SERVICE (PUMA)

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

Closing date for applications: 17 June 1997

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

Role

Under the authority of the Head of Service, the main responsibility of the post-holder will be to manage the work and the staff of one of the two major Programme Areas on Effective Governance and the Role of the State, and Performance and the Management of Resources.

Main Duties

1. Design, develop and implement the programme of work in the area assigned to the Programme. This will involve ensuring the capacity of the Programme to monitor, analyse, and assess developments and prepare studies for the Public Management Committee, drawing on and developing quantitative and qualitative data sources. The principal work areas cover: Budgeting and Financial Management; Performance Management; Human Resources Management; Administrative Reform; and a range of contemporary governance issues.

2. Manage the analytical and policy work of the Programme, ensuring that it is timely, meets the policy objectives of Member countries, and is of the required high standard.
3. Plan relevant meetings of the networks of the Committee, and prepare papers and presentations for these meetings, as well as for those of the Committee itself in his/her field of responsibility.

4. Contribute to the development of the Service's overall programme of work, in particular through dialogue in task forces or project groups. Follow and report back on current developments in the public sector of one or more Member countries.

5. Manage a part of the Service, including, in particular, supervising, motivating and contributing to the professional development of staff under his/her direction within the framework of the staff policy of the Organisation. Participate in the Service Management Team and undertake general management tasks, including recruitment procedures (interviewing and assessing candidates for professional posts). Replace the Head of Service as required.

6. Develop and maintain contacts at the highest levels with officials in national administrations, as well as in other international organisations working in this field, and liaise closely with relevant Directorates in the Organisation. Participate in relevant horizontal activities of the Organisation.

7. Provide contacts and advice, as necessary, to the Programme of Support for Improvement in Governance and Management (SIGMA) and to non-Member countries, and brief and consult with visitors.

8. Represent the Organisation at OECD meetings, external conferences, in informal exchanges with Member countries, and in relation to the media.

**Principal Qualifications**

1. Advanced university degree or equivalent in a relevant discipline.

2. Good substantive knowledge of one or more of the work areas mentioned above. Substantial experience in budgeting would be a particular asset.

3. Proven practical experience in dealing with current issues of governance and public management, and an understanding of their political implications; good general knowledge of contemporary public management trends and issues; knowledge of public management systems in several countries and some comparative international experience would be an advantage.

4. Good analytical skills, particularly the ability to produce original analyses on current issues of governance and public management.

5. Excellent interpersonal and networking skills; confidence to relate easily and openly to senior government officials; cultural sensitivity so as to work effectively with a range of traditions, nationalities and administrative systems; commitment to equal employment opportunities; collaborative and collegial working style to ensure that the work reflects the range of relevant issues examined under PUMA activities; commitment to the corporate whole.

6. Strong achievement orientation and ability to work autonomously. Ability to manage and supervise a multinational team. Strong managerial and organisational skills so as to produce
high quality analytical work, and run programmes and activities within strict budgetary limits.
[Sensitivity to the pressures and difficulties of working in a multicultural environment.]

7. Excellent communication skills in one of the official languages of the Organisation (English or French) and a very good drafting ability in that language in order to produce papers, including for publication, that are cogent, concise, and in a style that is attractive and accessible to senior officials working in a highly political environment; a good working knowledge of the other official language would be an advantage, as would knowledge of the language of one or more of the other OECD Member countries.
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: A fixed-term appointment (usually for two or three years, with the possibility of renewal) 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.

April 1997