OFFICE CIRCULAR

MANAGER, CANDIDATE SEARCH AND SOURCING (GRADE A2/A3),
HUMAN RESOURCE MANAGEMENT (HRM)

Closing date for applications: 6 June 1997

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

Role

Under the supervision of the Head of Human Resource Management, and in collaboration with other HRM managers, the role of the post-holder is to assist in designing, and then to carry out, a strategy to broaden and deepen the OECD recruitment base so as to help the Organisation to attract and recruit staff of the highest quality and at the same time to meet its objectives for equitable representation of different nationalities and genders.

Main Duties

1. Contribute to the development of a strategy for the active promotion of employment in the OECD to populations of potentially interesting candidates in all Member countries but with particular attention to those in new Members, to those other Members who are under-represented in the Secretariat as well as to female candidates.

2. Develop and implement, in the light of that strategy, an operational plan that reflects Organisational priorities and involves an active presence in job fairs, appropriate academic and professional conferences, contacts with academic institutions, research bodies and government ministries, banks, etc.
3. Develop and maintain a network of correspondents who could assist in identifying potentially interesting candidates.

4. Build teamwork and co-operation with other HRM operations, in particular with the Managers of Management Support and Senior Executive Resources to ensure coherence and efficiency in recruitment and staffing.

5. Liaise closely with and maintain open communications with senior clients to understand the evolution in skills profile requirements in the Organisation.

6. Develop appropriate performance measurement tools for the candidate research function.

**Principal Qualifications and Core Competences**

1. Advanced university qualifications in an appropriate field (e.g. economics), preferably complemented with business studies or appropriate diploma in human resource management. A minimum of 5-8 years' professional experience in human resource management preferably in an international context and with substantial practical experience in expatriate recruitment and/or counselling.

2. Experience in multicultural environments and a clear knowledge of similarities and differences among cultures. Sound knowledge of the international environment and of the OECD mission and programmes is highly desirable.

3. Very strong communication and interpersonal skills. Poise and confidence; ability to make presentations effectively at all levels, in small groups and large, and in different contexts, recognising the need to communicate in ways appropriate to different audiences.

4. Entrepreneurial, innovative and dynamic. Ability to function with a high degree of autonomy, responsibility and accountability.

5. Ability to establish and maintain effective collaborative working relations with colleagues in a multicultural environment.

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

N.B. Recruitment to this post will be contingent upon Council's approval of its creation in the context of the restructuring of HRM.

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:** 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