OFFICE CIRCULAR

TWO POSTS OF STATISTICIAN (GRADE A2/A3),
MAIN ECONOMIC INDICATORS DIVISION, STATISTICS DIRECTORATE

Closing date for applications: 17 June 1997

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

Role

The Division undertakes methodological work and statistical production for a wide range of short-term economic indicators on all OECD Member countries. Under the supervision of a Principal Statistician, the post-holder will be responsible for methodological work in several subject areas and for the cost-effective production of relevant, timely and accurate indicators on a number of Member countries.

Main Duties

1. Undertake methodological work and draft publications on the coverage, sources, methods, reliability and comparability of these statistics. Provide advice to users on the availability, reliability, statistical methodology and proper interpretation of short-term statistics. This involves:

   -- keeping abreast of the development of short-term statistics and related statistical methodology in several subject areas;

   -- collecting, organising and describing national methodological documentation;

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-- analysing the different national methodologies and suggesting best practices.

2. Manage efficiently resources for generating statistical products that meet users’ needs; initiate
and manage projects for improving the quality of statistical products and the efficiency of
statistical production processes. This involves:

-- determining users’ requirements, for the different client categories: OECD analysts, Member
country governments and private clients in business and research;

-- selecting appropriate data and metadata in collaboration with national statistical agencies and
arranging for their regular collection;

-- designing formats for presentation of the data and developing efficient methods for the
dissemination of statistical products on various printed and electronic media.

3. Improve the implementation of statistical methods, systems and classifications in the subject area
under her/his responsibility and participate in the development of new methods, systems and
classifications. This involves:

-- organisation of international meetings and workshops to discuss the implementation or
development of standardised methods, systems or classifications;

-- preparation of papers for meetings organised by the OECD or other international and national
organisations, reporting on current country practices and identifying practical ways to
enhance international comparability;

-- liaison with counterparts in national statistical agencies and international organisations.

4. Supervise statistical assistants in the maintenance and development of databases and in their
production of technical documents. Participate in their recruitment, development, training and
performance appraisal.

Principal Qualifications

1. Advanced university degree or equivalent qualifications in economics, statistics or related field.

2. Experience in economic statistics in a national statistical agency, or other commercial or research
institute involved in the production of statistics, or an international organisation.

3. Expertise in one or more specific fields of economic statistics such as labour markets, prices,
leading indicators, business surveys, services, industrial output, financial markets and monetary
statistics, foreign trade, national accounts.

4. Practical experience with modern statistical information technology, especially for electronic data
collection and verification, data management and the preparation of publications.
5. Proven ability to manage a team, motivate and manage subordinate staff. Good communication and interpersonal skills and ability to work harmoniously with contacts both inside and outside the Organisation. Ability to organise meetings and lead discussions.

6. Excellent knowledge of and proven ability to write clearly and succinctly in one of the official languages of the Organisation (English or 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: 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.