OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), GENERAL ECONOMIC ASSESSMENT DIVISION, ECONOMICS DEPARTMENT

Closing date for applications: 30 May 1997

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

Role

Under the supervision of the Head of Division and a Principal Administrator, the main responsibilities of the post-holder will be to carry out analyses of the economies of non-OECD countries, mainly in south-east Asia, and of interactions between OECD and those countries.

Main Duties

1. Monitor and assess the evolution of the economies of a specific group of non-OECD countries, mainly in south-east Asia; initiate forecasts, especially of trade and current-account balances, for those countries.

2. Participate in the analysis of the macroeconomic and financial interactions between OECD and selected non-OECD countries, mainly in south-east Asia.

3. Assess developments in other areas of the Division's work, including a certain amount of research aimed at maintaining and improving the Department's technical base and stock of knowledge in those areas.
4. Participate in the drafting of reports.

   Carry out other related duties as assigned.

**Principal Qualifications**

1. Advanced university degree in economics.

2. Good background in theoretical economics. Proficiency in applied quantitative economics. Experience in economic research. Practical experience in applied economic analysis. Some familiarity with the economies of countries in south-east Asia. Some knowledge of econometrics and familiarity with the use of computers in applied economics would be an advantage.

3. Excellent knowledge of one of the official languages of the Organisation (English and French) and ability to draft very well in that language; good knowledge of the other. Some knowledge of Chinese would be an advantage.

**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.

April 1997