OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3),
RURAL AND REGIONAL DEVELOPMENT PROGRAMME,
TERRITORIAL DEVELOPMENT SERVICE

Closing date for applications: 4 August 1997

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

Role

Under the supervision of the Head of Programme, the main responsibility of the post-holder will be to carry out analyses of international economic issues related to rural and regional development policies and strategies. S/he will also be required to participate in the development of a database on territorial indicators in Member countries.

Main Duties

1. Carry out international analyses on micro-economic and structural issues related to territorial development, in accordance with the programme of work of the Rural and Regional Development Programme.

2. Participate more generally in the work of the Programme in the above areas, including the development of a database on territorial indicators in Member countries.

3. Draft reports and articles on these analyses (working documents, documents for submission to the Committee, articles for the Observer, OECD publications).
4. Represent the Programme (as well as the Organisation) on issues pertaining to rural and regional development policies at various national or international events, and assist the Head of Programme in maintaining close relationships with other directorates of the Organisation, in order to promote horizontal activities involving the Rural and Regional Development Programme.

**Principal Qualifications**

1. Advanced university degree in economic, social or environmental science (and/or related subjects), with several years' experience in the area of economic analysis, in particular in the area of applied structural analysis and policy. Experience acquired within a national or international administration or research centre, in the field of rural and regional development, would be an advantage.

2. Excellent knowledge of and practical experience with statistical techniques and applied econometrics, with experience in the field of comparative international studies.

3. Excellent ability to analyse and draft clearly and concisely; ability to work with research institutions and experts at all levels in other national and international organisations.

4. Ability to work as part of a team, to co-ordinate and supervise the work of consultants, to contribute to the work of other professional staff, to work under pressure and to keep to strict deadlines.

5. Excellent ability to express oneself and to draft in both of the official languages of the Organisation (English and French).

**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 a post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

April 1997