OFFICE CIRCULAR

HEAD OF DIVISION (GRADE A5),
STRATEGIC MANAGEMENT OF DEVELOPMENT CO-OPERATION DIVISION,
DEVELOPMENT CO-OPERATION DIRECTORATE (DCD)

Closing date for applications: 6 January 1998

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

Role

Under the guidance of the Director and Deputy Director, the main responsibility of the post-holder will be to design, plan and manage the Division's Programme of Work on donor support to achieve high quality and effective results and ensure its consistency with broader OECD and DCD priorities.

Main Duties

1. Organise and direct staff and work of the Division of Strategic Management of Development Co-operation, which is concerned with donor support for key development priorities and the building of sustainable capacity in developing countries. The work is directed to helping realise the development partnerships approach set out in the DAC report on *Shaping the 21st Century: The Contribution of Development Co-operation.*
2. Contribute to the efforts of Members to develop the substantive content of this strategic co-operation approach, directing work on cross-cutting aspects of aid policies and programmes and their co-ordination: such as poverty-reduction, governance and human rights, gender, environment, and evaluation approaches. Supervise reviews of the functioning of development co-operation systems in the field aimed at promoting effective development partnerships. Supervise occasional work on co-operation, in particular sectors such as education, health, water resources management, food security, and urban management.

3. Supervise the servicing of Expert Groups and Working Parties and informal networks, such as the groups working on Aid Evaluation, Women in Development, Development Assistance and the Environment, Participatory Development/Good Governance, and Technical Co-operation/Capacity Development.

Principal Qualifications and Core Competences

1. Advanced university degree in economics or other social sciences.

2. Extensive experience of development co-operation, in particular of aid management, preferably through work at a responsible level in a national administration or international organisation at headquarters as well as in the field.

3. Creative thinking and strategic vision, especially on the policy dimension of issues. Willingness to explore innovative approaches.

4. Thorough professional experience of major substantive sectors in development co-operation.

5. Strong managerial and organisational skills; ability to produce high-quality analytical work, and to run programmes and activities within strict budgetary limits. Proven experience in building and managing teams and in guiding and motivating staff. Demonstrated ability and willingness to work effectively in a range of cultural and political contexts and to make innovative contributions to the development and implementation of the Directorate's management strategy. Commitment to equal employment opportunities and to working across boundaries in the institution.

6. Strong communication and interpersonal skills, in particular the ability to present the work of the Division with skill and judgement to Member countries and outside audiences.

7. Demonstrated ability to produce and supervise production of clear and concise drafts of technical and policy-oriented reports in English or French.

8. Excellent speaking ability in one of the official languages of the Organisation (English and French) and good working knowledge of the other.
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. 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, experience and core competences 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.

November 1997