OFFICE CIRCULAR

THREE POSTS OF ECONOMIST (GRADE A2/A3)
ECONOMICS DEPARTMENT

Closing date for applications: 10 June 1999

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

Role

Under the supervision of a Senior Economist and/or the Head of one of the Division of the Economics Department, the main responsibility of the post-holder will be to conduct economic analyses of, and draft documents about, policy issues arising in fields covered by the Division.

Main Duties

1. Carry out cross-country or single-country economic analyses of issues of current policy relevance for one or more Committees and/or their Working Parties served by the Department. The topics covered will vary through time according to the work programme defined by the Committee(s) served, and may include both structural and macroeconomic issues, in the short or medium term.

2. Contribute to the semi-annual forecasting round of the Department. Participate in the development and maintenance of the analytical apparatus of the Department by identifying areas in which empirical work is necessary. Provide input for and comment on work done elsewhere in the Department in the relevant areas. Supervise the work of several statistical assistants.
3. Draft reports and articles summarising empirical knowledge, recent economic developments or policy issues, either for inclusion in the Department's documentation (Working Papers, Economic Surveys, Economic Outlook, Economic Studies, Monographs) or for briefing senior officials. May produce press releases on specific subjects.

4. Maintain contacts with officials in national administrations, other international organisations and Member country delegations. Keep informed on economic policy developments in Member countries, and on developments in the academic literature. May participate in missions to Member or non-member countries.

5. Carry out other related duties as assigned.

Principal Qualifications and Core Competences

1. Advanced university degree in economics.

2. Very good, up-to-date, knowledge of micro- and macro-economic theory and of the general techniques of econometrics and statistics. Familiarity with models and empirical techniques is an advantage.

3. Several years’ experience in applied economic research and policy analysis, preferably in areas where international experiences and comparisons have been drawn on. Knowledge of the economies of one or more Member or major non-member countries.

4. Ability to work in a multicultural team, and to supervise support staff. Ability to work under pressure, and to meet strict deadlines.

5. Excellent knowledge of one of the Organisation's official languages (English and French) including a high quality of drafting ability, and a working knowledge of the other language. Knowledge of other Member country languages or of major non-member country languages is an advantage.

N.B. The appointment may initially made 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 nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply: (Applications must include the vacancy reference number, nationality, sex, and date of birth)
Choose one of the following methods only:

1. Recruitment information and online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. list of publications where appropriate. NB. Copies of diplomas, qualifications etc are not required at this stage.

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, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

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 the place of work is Paris. 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.

April 1999