

Paris, 08-Jun-99

HUMAN RESOURCE MANAGEMENT

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OFFICE CIRCULAR

SENIOR ECONOMIST (GRADE A4), COUNTRY STUDIES II DIVISION, ECONOMICS DEPARTMENT

Closing date for applications: 8 July 1999

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

Role

Under the direction of the Head of the Country Studies II Division, the post-holder will be responsible for the Denmark/Sweden country desk.

Main Duties

A. *Duties specific to the above post :*

1. Supervise and carry out detailed analysis of current and medium-term economic developments in the countries concerned.
2. Make forecasts of supply and demand, prices and the balance of payments, and discuss their implications for government economic policy of these countries.
3. Prepare detailed reports on those countries for the Economic and Development Review Committee and the Economic Policy Committee (EPC) and its Working Parties; participate in the work of these committees when each of the countries is discussed.

B. *Other required duties :*

1. Supervise and co-ordinate policy-relevant analysis of the committees served by the Department. The topics covered will vary through time according to the programme of work defined by the Committee, and may include both structural and macroeconomic issues, on a country-specific or cross-country basis. The work should lead to the formulation of policy recommendations underpinned by sound economic theory and empirical analysis.
2. Draft analytic documents and papers on current economic policy issues, for consideration by Committees and/or Working Parties, or for publication.
3. Identify areas in which empirical work is necessary and provide supervision and guidance at the technical level to economists involved in this work. Contribute to the process of structural surveillance of Member countries' policies by the Economics Department. Undertake ad hoc analyses which contribute to the Department's understanding and capacity to comment on structural and macroeconomic issues.
4. Participate in the general work of the Department, including scrutinising papers in preparation for EPC and its working parties, elaboration of medium-term scenarios, disseminating information on significant developments in the subjects or countries concerned, commenting on and making suggestions for model development and other quantitative and statistical work.
5. Draft reports and articles summarising empirical knowledge, recent economic developments or policy issues, either for inclusion in the Department's documentation (Working Papers, the *Economic Outlook*, *Economic Studies*, Monographs) or for briefing senior officials.
6. Maintain contacts with senior officials in national administrations, other international organisations, and Member country delegations. Develop contacts and collaboration with staff of other Directorates. When needed represent the OECD at outside meetings, and to respond to enquiries from delegations, journalists and the general public.
7. Supervise the work of at least one economist and statistical assistants and, on occasion, outside consultants and trainees and secretarial staff. Participate in the recruitment process for these positions.

Principal Qualifications

A. *Qualification specific to the above post :*

1. Knowledge of the structure and institutions and data sources of the Danish and Swedish economies. Knowledge of the Swedish and/or Danish languages would be an advantage.

B. *Other required qualifications :*

1. Advanced university degree in economics, and a number of years' experience in applied economic analysis, including familiarity with modelling and use of empirical techniques, and with the use of such models and empirical work for policy analysis.

2. Sound knowledge of macroeconomics, applied microeconomics and numerical analysis. Ability to apply general economic reasoning to a wide range of policy issues.
3. Good communications skills, including clear and concise drafting and the ability to explain economic issues and analysis in a fashion understandable to experts and lay audiences alike.
4. Ability to plan, co-ordinate and supervise projects involving a team of professional economists and statistical assistants. Ability to supervise support staff. Ability to work under pressure, meet deadlines and deliver results. Good interpersonal skills, including the ability to maintain harmonious working relations with staff at all levels in a multicultural environment.
5. Command of one of the two official languages of the Organisation (English and French) and proven drafting ability in that language; a good knowledge of the other language.

N.B. Shortlisted candidates for this vacancy may be required to sit a written test.

The appointment may initially be 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.