

**ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT**

UNCLASSIFIED

Paris, 29-Jun-99

HUMAN RESOURCE MANAGEMENT

OLIS : 29-Jun-1999

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OFFICE CIRCULAR

**HEAD OF THE TERRITORIAL STATISTICS AND INDICATORS UNIT,
(GRADE A2/A3), TERRITORIAL DEVELOPMENT SERVICE.**

Closing date for applications: 29 July 1999

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

Role

Under the supervision of the Director of Territorial Development Service, the main responsibility of the post-holder will be to lead the development of databases on territorial statistics and indicators in Member countries, contributing to all activities of the Service, notably territorial reviews policy analysis and case studies, as well as to carry out analyses of international economic issues related to territorial development policies and strategies based on territorial statistics and indicators.

Main Duties

1. Lead the development of databases on territorial statistics and indicators in Member countries and the preparation of statistical inputs for territorial reviews and case studies, as well as for other projects as required by the Territorial development policy committee (TDPC) and Local economic and employment development programme (LEED) Committees. Advise on policies and strategies for the further development of statistical and indicators databases.
2. On the basis of those statistics and indicators, carry out international analyses on micro-economic and structural issues related to territorial development.
3. Draft reports and articles on these analyses (working documents, documents for submission to the Committee, articles for the Observer, OECD publications).

4. Supervise the work of the Territorial Statistics and Indicators Unit.
5. Represent the Service as well as the Organisation on issues pertaining to rural and regional development policies at various national or international events, and assist the Director of TDS in maintaining close relationships with other directorates of the Organisation, in order to promote horizontal activities involving the Territorial Development Service.

Principal Qualifications and Core Competences

1. Advanced university degree in economic, social or environmental science (and/or related subjects), with at least three years' experience in the area of economic analysis and statistics. Experience acquired within a national or international administration or research centre, in the field of territorial development, would be an advantage.
 2. Excellent knowledge of and practical experience with international comparative data collection and statistical and economical data analyses; experience in the field of comparative international studies, and experience in territorial development issues.
 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 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.