

Paris, 29-Jun-99

HUMAN RESOURCE MANAGEMENT

OLIS : 29-Jun-1999

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OFFICE CIRCULAR

HEAD OF PROGRAMME IN GOVERNANCE AND PUBLIC MANAGEMENT, (GRADE A5), PUBLIC MANAGEMENT SERVICE

Closing date for applications: 22 July 1999

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

Role

Under the authority of the Director of Public Management Service, the main responsibility of the post-holder will be to develop and manage the work and the staff of a major Programme Area of the Organisation's work on Governance including work on Performance and the Management of Resources.

Main Duties

1. Design, develop and implement a programme of work aimed to give Members support in putting in place the building blocks of good governance - focussing in particular on effective human resource, performance and budgetary management. Work on managing public sector performance will seek to provide an empirical basis for promoting governance and public management reforms in both Member and non-Member economies. Such work will also recognise the differences in starting points for different countries, and tailor information and advice to address differing conditions. Work on budgetary management should incorporate the aspect of cross-cutting decision-making and policy co-ordination. Work on human resource management should focus on the skills requirements of the public service of the future (2010-2015) including the ability to manage horizontally, to develop partnerships and to work in a diverse society. The programme also includes work on managing across levels of government, and incorporates the development of project benchmarking and the study of Member country "best practices" in specific sectors.

2. Ensure the capacity of the Programme to monitor, analyse, and assess such developments and prepare studies for the Public Management Committee, drawing on and developing quantitative and qualitative data sources.
3. Manage the analytical and policy work of the Programme, ensuring that it is timely, meets the policy objectives of Member countries, and is of the required high standard.
4. Plan relevant meetings of the networks of the Committee, prepare papers and presentations for these meetings and for the Committee, and manage the development of professional networks needed to carry out of the work.
5. Contribute to the development of the Directorate's overall programme of work on governance and public management through active participation in the work of the PUMA management team and leading project groups.
6. Manage a part of the Directorate, including, in particular, supervising, motivating and contributing to the professional development of staff under his/her direction within the framework of the staff policy of the Organisation.
7. Develop and maintain contacts at the highest levels with officials in national administrations, as well as in other international organisations working in this field, and liaise closely with relevant Directorates in the Organisation. Participate in relevant horizontal activities of the Organisation.
8. Provide contacts and advice, as necessary, to the Programme of Support for Improvement in Governance and Management (SIGMA) and to non-Member countries, and brief and consult with visitors.
9. Represent the Organisation at OECD meetings, external conferences, in informal exchanges with Member countries, and in relation to the media.

Principal Qualifications

1. Advanced university degree or equivalent in a relevant discipline.
2. At least 15 years of experience (preferably international) in dealing with current issues of governance and public management, and an understanding of their political implications; good general knowledge of contemporary public management trends and issues; first hand experience in public management systems (experience in the public sector of a Member country) together with comparative international experience is desirable.
3. Good substantive knowledge of the work areas mentioned above. Substantial experience in budgeting would be a particular asset.
4. Outstanding analytical skills, particularly the ability to produce original empirical analyses on current issues of governance and public management.
5. Excellent interpersonal and networking skills; confidence to relate easily and openly to senior government officials; cultural sensitivity so as to work effectively with a range of traditions, nationalities and administrative systems; commitment to equal employment opportunities;

collaborative and collegial working style to ensure that the work reflects the range of relevant issues examined under PUMA activities; commitment to the corporate whole.

6. Strong achievement orientation and ability to work autonomously. Ability to manage and supervise a multinational team. Strong managerial and organisational skills so as to produce high quality analytical work, and run programmes and activities within strict budgetary limits.
7. Excellent communication skills in one of the official languages of the Organisation (English or French) and a very good drafting ability in that language in order to produce papers, including for publication, that are cogent, concise, and in a style that is attractive and accessible to senior officials working in a highly political environment; a good working knowledge of the other official language would be an advantage, as would knowledge of the language of one or more of the other OECD Member countries.

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.