

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

UNCLASSIFIED

Paris, 20-Jul-99

HUMAN RESOURCE MANAGEMENT

OLIS : 20-Jul-1999

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OFFICE CIRCULAR

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

Closing date for applications: 26 August 1999

**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 strategically lead and manage the Division's contributions to the Directorate's objectives and Programme of Work and ensure its consistency with the Development Assistance Committee (DAC) and broader OECD priorities.

Main Duties

1. Guide and manage staff and work of the Division of Strategic Management of Development Co-operation, which is concerned in particular with donor support for key development priorities and the building of sustainable capacity in developing countries. The work is directed to helping advance the strategic development goals and partnership 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 linkages. In particular, supervise the servicing of DAC subsidiary bodies working on: poverty reduction, institutional and capacity development, governance and human rights, conflict and peace, gender equality, environment, and aid evaluation approaches. Explore additional ways of incorporating developing countries' perspectives into the work of the Division and new approaches to monitoring the functioning of development partnerships in the field. Supervise occasional work on co-operation in particular sectors such as education, health, food security, and population.
3. Facilitate team work and interdisciplinarity within the Division, and optimise cross-fertilisation of expertise across divisions.

Principal Qualifications and Core Competencies

1. Advanced university degree in economics or other social sciences.
2. Thorough experience of development co-operation, preferably through work at a policy-making level in a national administration and/or international organisation at headquarters as well as in the field.
3. Creative and analytical thinking and strategic vision, especially on the policy dimension of issues. Willingness to explore innovative approaches. Commitment to make innovative contributions to the development and implementation of the Directorate's management strategy.
4. Proven experience in building and managing teams and in guiding and motivating staff. Strong managerial skills, ability to produce high-quality analytical work and to run activities within strict budgetary limits. Demonstrated ability and willingness to work effectively in a multi-cultural environment. Commitment to equal employment opportunities and to working across boundaries in the institution.
5. Strong communication, interpersonal and diplomatic skills. The ability to present the work of the Division with skill and judgement to Member countries and outside audiences. Ability to establish effective and harmonious working relations with officials of Permanent Delegations and staff within the Organisation.
6. Demonstrated ability to produce and supervise production of clear and concise drafts of technical and policy-oriented reports in English or French.
7. Excellent speaking and writing 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 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.