

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

UNCLASSIFIED

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HUMAN RESOURCE MANAGEMENT

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OFFICE CIRCULAR

**HEAD OF TAX ANALYSIS UNIT (GRADE A4),
FISCAL AFFAIRS DIVISION,
DIRECTORATE FOR FINANCIAL, FISCAL AND ENTERPRISES AFFAIRS**

Closing date for applications: 26 August 1999

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

Role

Under the general guidance of the Head of Fiscal Affairs Division, the main responsibilities of the post-holder will be to manage the Tax Analysis Unit of the Division, which deals with analysing the economic and social impact of taxation, producing tax statistics and includes horizontal activities with other parts of the OECD.

Main Duties

1. Service the Committee on Fiscal Affairs and its Working Party and to contribute to the activities of other Directorates in the Organisation.
2. Prepare analytical papers on international and domestic tax issues and to have the main responsibility for servicing the Committee's Working Party on Tax Analysis and Tax Statistics.
3. Develop and supervise the reporting systems on tax revenues, the tax/benefit position of households and undertake reviews of recent tax reforms in Member countries.
4. Participate in the analytical work undertaken on the tax systems of Economies in Transition and lead the horizontal work with other Directorates.

5. Supervise the work of other professional staff and manage the Economic Analysis Unit. Maintain regular contact with government officials in capitals and members of other international fora.

Principal Qualifications

1. Advanced university degree in economics with specialisation in public finance.
2. Extensive knowledge and experience (acquired in a national administration, an international organisation or the private sector) in the areas of work covered by the Division, capacity to work in a multidisciplinary manner and to undertake comparative analysis of Member countries' tax policies.
3. Familiarity with statistical techniques and econometric analysis of tax data.
4. Ability to take responsibility, to co-ordinate a number of multidisciplinary activities and to lead discussions in expert groups.
5. Good teambuilder with excellent communication skills.
6. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft well in that language, good knowledge of the other.

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.