

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

UNCLASSIFIED

Paris, 27-Jul-99

HUMAN RESOURCE MANAGEMENT

OLIS : 27-Jul-1999

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OFFICE CIRCULAR

**ADMINISTRATOR (GRADE A2/A3),
NON-MEMBER ECONOMIES AND INTERNATIONAL MIGRATIONS DIVISION,
DIRECTORATE FOR EDUCATION, EMPLOYMENT, LABOUR AND SOCIAL AFFAIRS**

Closing date for applications: 2 September 1999

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

Role

In the framework of the activities of the Centre for Co-operation with Non-Members (CCNM) and under the general direction of the Head of the Non-Member Economies and International Migration Division, of the Directorate for Education, Employment, Labour and Social Affairs (ELS), the post-holder's primary function will be to assist in implementing the Division's work programme

Main Duties

1. Undertake studies and draft documents for the activities of the Programme of Work relating to Non-Member economies on labour markets and social policies, as well as on migration.
2. Assist in monitoring and analysing the evolution and development of labour market policy in non-member countries, participate in the enhancement of the database dedicated to these concerns.

3. Participate in other activities of the Division; particularly in those related to social policies implemented in non-Member countries and to the monitoring of migration movement and policies for these countries participating in the Continuous Reporting System on International Migration (SOPEMI).
4. Liaise with research and government institutions in OECD Member countries and non-Member countries and with other international organisations. Co-operate with other parts of the Directorate and with other parts of the Organisation.
5. Supervise the work of outside consultants. Discuss, revise and as appropriate, complete documents drafted by them. Verify the relevance, accuracy and consistency of the information and statistical data contained in such documents.

Principal Qualifications and Core Competences

1. University degree at higher level (or equivalent), preferably in economic or political studies. Experience of analysis of labour markets, social policy or international migration and familiarity with applied public policy in transition economies would be an advantage.
 2. A minimum of five years' professional experience in a national administration, research institutes or in another international organisation would be an advantage.
 3. Good knowledge of quantitative methods and proven ability to apply them to the analyses undertaken. Good practical knowledge of computer technologies and specialised software.
 4. Demonstrated ability to draft concise and clear documents, and to meet tight deadlines.
 5. Ability to work in a team and to establish and maintain professional contacts and to supervise the work of consultants and support staff in a multi-cultural environment.
 6. Excellent knowledge of one of the two official languages of the Organisation (English and French); 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.