

Paris, 03-Aug-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 04-Aug-1999

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OFFICE CIRCULAR

DEPUTY HEAD (GRADE A4), FINANCIAL PLANNING AND ANALYSIS DIVISION, BUDGET AND FINANCE SERVICE

Closing date for applications: 10 September 1999

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

Role

As Deputy Head of the Financial Planning and Analysis Division, the main responsibilities of the post-holder are to control, co-ordinate and guide the preparation and management of the Budget of the OECD, in order to ensure the most effective use of resources within the limits of those approved by the Council; to lead studies analysing budgetary uses and risks; and to assist in adapting the Budget to meet the evolving needs and interests of the Organisation and its Member countries.

Main Duties

1. Budget Preparation

In collaboration with the Head of Division, co-ordinate the preparation of the Budget of the OECD:

- issue guidance and provide follow-up information within the Service and to other parts of the Organisation concerning Budget inputs and deadlines;
- identify main budget impacts in the next exercise, the areas of budgetary pressure and the areas of potential savings;
- prepare synthetic and meaningful documents to help decision-making;
- ensure the consistency of the figures provided;
- help manage the work of the Budget and Finance team responsible for Budget preparations;

- help prepare for, and participate in, meetings of the Budget Committee and in the Secretariat to consider Budget strategies and specific issues.

2. Budget Management

Assist in the management of the Budget as directed, including thorough reviews of spending proposals; contribute to analyses of budget implementation and projected spending; provision of relevant assistance and advice to other parts of the Organisation. Prepare financial statements and associated reporting on their implications.

3. Financial Analysis

Provide advice on appropriate strategies, ensuring their coherence with the overall financial context. Confirm the soundness of proposed approaches. Review the results of studies or lead and supervise preparation of financial impact assessments as required. Review recommendations and – as necessary – the premises on which they are based.

4. Reform

Contribute to the improvement of budgetary preparation and presentation, as well as to the design of guidance and communication of information in this regard to the rest of the Organisation.

Contribute to reforms underway across the Budget and Finance Service by proposing efficiency improvements, and through promoting a spirit of client service. Help ensure that Division objectives are met.

5. Representation

Represent the Service as requested by the Director and Head of Division in meetings of subsidiary bodies of the Organisation and within the Secretariat.

Help ensure the secretariat for the Budget Committee and that the Committee is serviced in a timely and effective way.

6. Other

Generally, assist the Head of Division in organising and attending meetings, preparing notes and policy documents and encouraging a strong sense of mission and team spirit within the Division and in the Service.

Principal Qualifications and Core Competencies

1. Advanced university degree in business management (budgeting), ideally with accounting qualifications.
2. Ten years' experience of financial management and administration, of which at least five years' successful senior-level experience in monitoring and budget management in an international commercial enterprise or international organisation. Strong understanding of accounting techniques and financial systems. Auditing experience would be an advantage.

3. Strong inter-personal skills. Proven experience of supervising a team, in particular during a period of restructuring. Capacity to innovate and bring about change.
4. Sound knowledge of information technology. Experience with standard software and advanced desktop applications would be an advantage.
5. Proven qualities of thoroughness, planning and organisational skills; capacity to anticipate problems and propose solutions; versatility and dynamism; ability to work well under pressure. Strong analytical skills as well as a capacity to summarise, to advise, negotiate and convince in the environment of an international organisation; strong interpersonal skills.
6. Fluency (spoken and written) in 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.

April 1999