

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

UNCLASSIFIED

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HUMAN RESOURCE MANAGEMENT

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OFFICE CIRCULAR

**STATISTICAL ASSISTANT (GRADE B4),
FINANCIAL AFFAIRS DIVISION,
DIRECTORATE FOR FINANCIAL, FISCAL AND ENTERPRISES AFFAIRS**

Closing date for applications: 10 September 1999

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

Role

Under the direct supervision of the Head of the Financial Statistics Unit the main responsibilities of the post-holder will be data collection and database management, preparation of statistical publications and providing statistical and technical support for the analytical work by economists.

Main Duties

1. Database management
 - a) Collect data from Member countries on the basis of established statistical questionnaires. Data collection will be done through electronic facilities.
 - b) Verify the consistency of the information with basic definitions and standard framework of the questionnaires. Verify the accuracy and coherence of the information.
 - c) Collect and produce technical methodological notes relating to the database.
 - d) Maintain and improve computer programmes necessary for related databases.
 - e) Contribute to the preparation of related correspondence with national agencies and other international organisations.

2. Assume responsibility for the timely preparation of statistical publications (both paper and electronic editions). Prepare tables and charts to be included in publications. Prepare the technical documentation for the electronic edition.
3. Provide statistical material (statistical tables, charts) for the analytical work of economists. Contribute to the preparation of official documents and publications, including statistics.
4. Participate in the preparation of the meetings of the Working Party on Financial Statistics.
5. Maintain regular contacts with national administrations and delegations to obtain and to improve the statistical information and metadata. Maintain effective contacts with other statistical staff within the Organisation.

Principal Qualifications and Core Competences

1. Secondary level of education, preferably post-secondary education in statistics, economics, or a related subject and a good knowledge of applied statistics and information technology.
2. Experience in the preparation and use of financial statistics, including definitions, coverage, methodology. Ability to ensure the consistency and accuracy of databases.
3. Very good knowledge of database and spreadsheet software and other statistical tools (such as PC-Express, ACCESS, Excel), and good computer programming skills.
4. Very good organisational skills and proven ability to work under general instructions and to meet strict deadlines. Ability to maintain effective working relations with other staff and persons outside the Organisation.
5. Very good knowledge (spoken and written) of one of the two official languages of the Organisation (English and French) and good knowledge of the other.

N.B. Applicants must have been successful in the OECD's test for Statistical Assistants. If you are interested in applying for this post but have not yet passed the test, you may apply to take it by contacting Mme Isabelle Verbois (Tel. +33 (1) 45 24 83 84) who will arrange for a test to be held before the closing date for applications for this vacancy. Applicants who have already sat and failed the current version of the test may only sit it again once a new version is available.

In addition, the shortlisted candidates for this vacancy may be required to sit a written test.

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