

Paris, 23-Aug 1999

HUMAN RESOURCE MANAGEMENT

OLIS : 24-Aug-1999

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OFFICE CIRCULAR

MANAGER (GRADE A4), HEALTH SERVICES, HUMAN RESOURCE MANAGEMENT (HRM)

Closing date for applications: 21 October 1999

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

Role

Under the supervision of the Head of Human Resource Management, the role of the post-holder is to assist in the design and implementation of an integrated strategy for the management of all aspects of occupational health in the OECD, including the health and medical insurance plan for staff.

Main Duties

1. Contribute to the definition of a strategy for the delivery of a comprehensive and integrated range of health services for staff of the Organisation. In the light of that strategy, define and implement an operational plan for the Health Services to ensure their efficient, cost-effective and responsive functioning and the delivery of high-quality and timely services to staff and the Organisation, taking account, inter alia, of institutional priorities, operational needs (e.g. extensive business travel) and the presence of a large expatriate population among staff.
2. Manage the health and medical insurance plan; monitor cost data and advise on possible management improvements and/or cost savings.
3. Review existing rules and regulations governing the medical insurance plan with a view to simplifying them and increasing efficiency.
4. Administer the contractual relationships with external suppliers of medical-related services with a view to ensuring that the Organisation obtains the best value at the lowest possible cost.

5. Lead a multinational team responsible for the delivery of Health Services (including social advisers) to the Organisation
6. Manage and develop the system for monitoring occupational health and safety of staff and in the light of the data gathered advise on policy development and/or practical and preventative measures in the areas of health, work environment and ergonomics, that are necessary to protect or improve staff health and safety.
7. Develop and implement a quality management programme for Health Services in the OECD -- as well as appropriate performance measurement indicators for the function.
8. Advise on communication strategy concerning occupational health issues (e.g. vis-à-vis staff and the Staff Association, the Health and Safety Sub-Committee, Council).

Principal Qualifications and Core Competencies:

1. General medical qualifications, preferably complemented by business studies and/or minimum 10 years' experience in senior positions with responsibility for occupational health in large organisations (public or private sector).
 2. Ability to establish and maintain effective collaborative working relations both within the Health Services team and other units within Human Resource Management, as well as with clients, peers and senior management in a multinational context.
 3. Good understanding of medical insurance issues from the contractors' standpoint or direct experience within an insurance company.
 4. Good grasp of latest developments in occupational health and safety and an ability to adapt and apply new concepts in appropriate, innovative ways in a multinational context with a large population of expatriate staff and a heavy incidence of business travel.
 5. Demonstrated analytical and problem-solving skills. Proven abilities in project planning, budgeting, delegating and ensuring effective quality control. Experience in structuring processes and jobs efficiently and effectively so as to maximise productivity and achieve strategic goals.
 6. Strong customer focus and ability to listen to and understand the needs of clients. Established leadership abilities and skills in managing people and teams, promoting collaboration and co-operation in a multinational and multi-disciplinary context and motivating and contributing to the professional development of supervised staff.
 7. Good written and oral communication skills.
 8. Excellent knowledge of one of the official languages of the Organisation (English and French) and ability to draft well in that language. Very good oral working ability in the other language.
- 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.