

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

UNCLASSIFIED

Paris, 27-10-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 27-Oct-1999

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OFFICE CIRCULAR

CANCELS AND REPLACES SAME VACANCY NOTICE POSTED ON 26 OCTOBER 1999

**HEAD OF UNIT FOR NON-MEMBER COUNTRIES, (GRADE A4),
FISCAL AFFAIRS DIVISION/CENTRE FOR CO-OPERATION
WITH NON-MEMBERS, DIRECTORATE FOR FINANCIAL,
FISCAL AND ENTERPRISE AFFAIRS**

Closing date for applications: 25 November 1999

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

Role

Within the framework of the programme of work of the Centre for Co-operation with Non-members (CCNM), and under the supervision of the Head of Fiscal Affairs Division, Directorate for Financial, Fiscal and Enterprise Affairs (DAF), the main role of the post-holder will be to develop and manage the activities of the Worldwide Tax Programme.

Main Duties

1. Provide strategic guidance in the continuing development of the OECD's Worldwide Tax Programme ensuring a clear link to the priorities of the Organisation. This will involve work with the Committee of Fiscal Affairs, CCNM and non-member country representatives.
2. Manage the activities of the Worldwide Tax Programme, over 150 activities a year and supervising the six tax centres [Budapest, Vienna, Ankara, Chonan (Korea), Tianjin (China) and Moscow]. Frequent missions are foreseen.

3. Lead a team of lawyers, administrators and public finance economists in the provision of policy advice, the drafting of legislation, and its implementation. This will involve managing a team of permanent professional and support staff and over 50 part-time consultants.
4. Develop and maintain contacts with Ministries of Finance and Tax Administrations, other international organisations and the private sector to facilitate co-ordination of assistance programmes.

Principal Qualifications and Core Competences

1. Advanced university degree in Law, Accountancy or Public Finance.
 2. At least 10 years' experience in providing tax and fiscal policy advice to governments or the private sector.
 3. Proven strong analytical skills. Work experience in drafting tax legislation and/or policy advice on its implementation.
 4. Excellent interpersonal, negotiation and diplomatic skills. Teaching experience in tax policy or administration would be desirable.
 5. At least 3 years experience in management of an inter-disciplinary staff in a multicultural environment.
 6. Good communication skills, fluency and ability to draft well in English. Working knowledge of French. Proficiency in one or more languages relevant to non-member countries, including Russian and Spanish would be an added advantage.
- 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 Choose *one* of the following methods only:

1. The 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. Copies of diplomas, qualifications etc are **not** required at this stage.*

What to include Your application must include:

1. the vacancy reference number, nationality, sex, and date of birth
2. a summary indicating why you feel your qualifications and experience correspond to the job requirements. It should address the qualifications and competences outlined in the vacancy notice.

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.