

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

UNCLASSIFIED

Paris, 03-11-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 04-Nov-1999

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OFFICE CIRCULAR

**PRINCIPAL ADMINISTRATOR (GRADE A4),
NON-MEMBER ECONOMIES AND INTERNATIONAL
MIGRATION DIVISION (CCNM),
DIRECTORATE FOR EDUCATION, EMPLOYMENT, LABOUR
AND SOCIAL AFFAIRS**

Closing date for applications: 2 December 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 supervision of the Head of the Non-member Economies and International Migration Division, the main responsibilities of the post-holder will be to implement the Programme of Work on social policy issues in non-Member economies as outlined by the Committee on Co-operation with Non-members and the Committee on Employment, Labour and Social Affairs. In this respect, the post-holder will be responsible for instituting analytical, operational, and policy-focused activities concerning non-Members.

Main Duties

1. Draft documents and prepare reports relevant to social policy issues in non-Member economies. This will involve undertaking and supervising work pertaining principally to issues at the interface of social and labour market policies.

2. Monitor the evolution of social policies and their links with labour market policies in non-member countries and undertake analysis of their effects and proposed reforms. Supervise and participate in the enhancement of the database dedicated to this area.
3. Participate fully in other activities concerning non-Members; particularly those related to labour market policies and to the role of education in the policies of adaptation and transition towards a market economy.
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 the rest of the Organisation.
5. Supervise the work of A2/A3 grade administrators, consultants, and statistical assistants.

Principal Qualifications and Core Competences

1. Advanced university degree in economics, with a specialisation in the field of social policy. Experience and/or specialised graduate studies in social policy issues and applied public policy in emerging markets and/or transition economies would be an advantage
2. At least ten years' proven experience in undertaking and supervising economic policy analysis. Extensive experience in the comparative analysis of governmental policies, acquired preferably within a government agency, international organisation or research institute.
3. First-class drafting skills in one of the two official languages of the Organisation.
4. Proven team-building skills and ability to supervise the work of a multicultural team. Strong communication and interpersonal skills and ability to establish and maintain effective working relations both within and outside the Organisation.
5. Good knowledge of relevant computer applications.
6. Excellent command of one of the two official languages of the Organisation (English and French) and very good knowledge of the other. Knowledge of a third language, preferably Russian, would be an advantage

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.