

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

UNCLASSIFIED

Paris, 17-11-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 17-Nov-1999

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OFFICE CIRCULAR

**ASSISTANT BUDGET CONTROLLER (GRADE B4),
BUDGET PREPARATION UNIT,
FINANCIAL PLANNING AND ANALYSIS DIVISION,
BUDGET AND FINANCE SERVICE**

Closing date for applications: 16 December 1999

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

Role

The post-holder will assist, under the supervision of the Head of Budget Preparation Unit and the Budget Manager in the preparation of the Budget and in monitoring and analysing its implementation. As part of the Budget Unit, he/she will contribute to the re-orientation of the Unit's work towards improved budget analysis and reporting, in close co-operation with other parts of the Division and the Service.

Main Duties

1. Contribute to the preparation of the Budget and to the monitoring of its implementation:
 - on an on-going basis, seek information from, and provide it to, other parts of the Organisation concerning the nature of activities and resources associated with them;
 - respond to requests for guidance and advice concerning budgetary procedures and policies;
 - analyse the information provided by Directorates and Services and assist them in ensuring a complete and coherent budget presentation;

- in co-ordination with the other members of the Unit and other parts of the Service, verify the consistency of expenditures with budget appropriations and seek to identify variations and analyse them;
 - prepare other financial analyses as required;
 - contribute to estimates of expenditure and the budget outturn.
2. Preparation of Budget documents:
- assist the Unit members in the compilation and presentation of the Budget;
 - select, prepare and present in appropriate formats budgetary information as directed;
 - contribute tables, graphs and text to documents for submission to the Budget Committee and Council of the Organisation as requested.
3. Procedures and Budget Processes:
- assist the Head of Division and Head of Unit in identifying new approaches to analysing and presenting information to senior management and to the Budget Committee;
 - contribute to the identification of new areas for analysis in relation to budgetary allocations and expenditures.

Principal Qualifications and Core Competences

1. Good secondary level of education, preferably post-secondary with a focus on accounting/financial analysis.
2. Experience in financial management or budget is required.
3. Very good knowledge of information technology and OECD standard software (Excel, Access).
4. Analytical skills, ability to take initiatives, interest in pursuing change with a view to improve work quality and practices, ability to work under pressure.
5. Ability to communicate effectively in a multicultural environment, willingness to contribute to change as part of a team.
5. Excellent knowledge of one of the two official languages of the Organisation, (English and French) and working 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 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.