

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

UNCLASSIFIED

Paris, 30-11-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 30-Nov-1999

HRM/VAC(99)75

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

**HUMAN RESOURCE ADVISER, (GRADE A2/A3),
MANAGEMENT SUPPORT AND POLICY DEVELOPMENT DIVISION,
HUMAN RESOURCE MANAGEMENT**

Closing date for applications: 6 January 2000

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

Role

Under the general guidance of the Head of Management Support and Policy Development Division, the three Human Resource Advisers provide a broad range of advice on human resource issues to all levels of management within one or several Directorates, in order to:

- help them fulfill their people management responsibilities, and
- reinforce OECD's managerial philosophy and practices.

HR Advisers are the main speaking partners of managers in OECD Directorates on all human resource management issues and are consulted on all matters relating to staff management.

Main Duties

1. Assist Directors in assessing the human capital within their Directorate. Identify high and low performers, misused resources and staff with managerial potential.

2. Diagnose potential organisational issues which may imply human resource reallocation, redistribution of tasks, restructuring work of any kind with direct impact on the Directorate's staff. This implies a good understanding of Directorates' programmes of work and strategies.
3. Help identify opportunities for staff development:
 - Training,
 - Short-term assignments,
 - Special project work.
4. Help managers define their needs for additional recruitment, then manage the recruitment process in close collaboration with other HRM Services.
5. Coach managers on people management issues, in particular the preparation and implementation of performance assessment, the resolution of sensitive issues, the implementation and follow-up of Performance Improvement Plans and managerial communication.
6. Provide assistance on possible legal implications of people management decisions.
7. Keep track of all HR decisions affecting Directorates within their responsibility.

Principal Qualifications and Core Competences

1. Advanced university degree, preferably in the field of human resources management.
2. A minimum of 8 years of related work experience, particularly in the field of HR management consultancy or the management of HR functions in complex international organisations. Good knowledge of OECD's environment is clearly an advantage.
3. Strong client orientation, ability to listen and understand client needs.
4. Demonstrated analytical and problem-solving skills.
5. Capacity to generate trust and confidence in all levels of staff, particularly high level managers.
6. Sound coaching techniques, using a good mix of analytical tools and interpersonal skills.
7. Experience in a multicultural work environment would be a strong advantage. Good knowledge of both official languages of the Organisation (English and French).

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.