

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

UNCLASSIFIED

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HUMAN RESOURCE MANAGEMENT

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OFFICE CIRCULAR

HEAD OF THE INTER-ORGANISATIONS STUDY SECTION ON SALARIES AND PRICES OF THE CO-ORDINATED ORGANISATIONS, (GRADE A5).

Closing date for applications: 6 January 2000

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

Role and organisation of the Inter-Organisations Section

The Inter-Organisations Section carries out the studies required for calculating the salaries and allowances applicable to serving and retired staff of the six Co-ordinated Organisations (OECD, NATO, ESA, WEU, Council of Europe and the European Medium Range Weather Forecasting Organisation), covering some 14 000 persons from 48 different countries. It also provides the secretariat for the Coordinating Committee on Remuneration and the Committee of Representatives of the Secretaries-General. For administrative purposes, its staff is attached to the OECD and is based in Paris.

Reporting responsibilities

The Section's work is carried out under the authority of the Chairman of the Committee of Representatives of the Secretaries-General, except on issues relating to the Secretariat of the Coordinating Committee (of government representatives) for which it receives instructions directly from its Chairman.

Main duties:

1. Plan and manage the work of the Section. This work involves:
 - a) calculating scales of salaries and allowances, including the co-ordination of the compilation of data needed to calculate the scales in accordance with the procedure in force;
 - b) drawing up the equivalency tables used for calculating adjustments in the pensions paid to retired staff of the Co-ordinated Organisations;
 - c) preparing the Committee's Minutes, draft reports and other official documents submitted to the different Committees and working parties.
2. Provide effective leadership and performance management for the IOS team of 11 staff (mainly statisticians and administrators)
3. Prepare the Annual Programme of Work and Budget proposals for work on Co-ordinated Organisation affairs and manage the section's budget in accordance with the administrative procedures of the OECD.
4. Draft and supervise the preparation of working documents and discussion papers which are requested by the Secretaries-General, their representatives or delegations, as well as any documentation which s/he judges appropriate to present to the three colleges of coordination (Secretaries General, Member governments and Staff Associations) in order to assist their reflections.
5. Ensure that the Section provides technical assistance to the representatives of the Secretaries-General in preparing the periodical reviews of the remuneration adjustment procedures. Make proposals with a view to rationalising these procedures.
6. Clarify, as necessary, the technical aspects of the different subjects at issue in meetings of Delegations and/or of staff representatives.
7. Establish and maintain appropriate contacts with other international organisations, national or international statistics institutes and national Delegations

Principal qualifications and core competencies:

1. Advanced university degree in public management, business administration, or statistics, or equivalent vocational training.
2. Ten years of experience in remuneration policies and concepts, job classification and taxation, preferably in an international organisation.
3. Good understanding of the use of statistics in the calculation of indices and purchasing power parities.

4. Effective communication skills and demonstrated diplomacy and tact for developing and maintaining harmonious working relations with representatives of the three colleges as well as with other international organisations, national civil services, and with senior representatives of private firms.
5. Highly-developed facilitation, negotiation and consensus building skills, preferably developed and demonstrated in compensation discussions/ negotiations.
6. Demonstrated expertise in performance management and in motivating a small, international team.
7. Strong analytical skills and an ability to write and speak clearly and succinctly in one of the two languages of the Organisation (English or French) with a very good knowledge of the other.

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.