

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

**UNCLASSIFIED**

**Paris, 07-12-1999**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 07-Dec-1999**

**HRM/VAC(99)78**

**Telephone : 01 45 24 14 44**

**Telefax : 01 45 24 79 11**

## **OFFICE CIRCULAR**

**ECONOMIST (GRADE A2/A3),  
ECONOMIC ANALYSIS AND DEVELOPMENT POLICY DIALOGUE,  
DEVELOPMENT CENTRE**

**Closing date for applications: 6 January 2000**

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

### **Role**

Under the supervision of a Head of Division and/or a Principal Administrator, the main responsibility of the post-holder will be to participate in the research and policy dialogue activities of the Development Centre in the framework of the Programme 'The Sustainability of Economic Policy Reform'.

### **Main Duties**

1. Undertake policy-oriented research on the theme 'Policy Challenges of Globalisation', and in particular on the challenges relating to the environment and to sustainable development. Participate in the development of Computable General Equilibrium Models (CGE) for this research and in specific econometric analyses.
2. Participate in the formulation of policy recommendations and present the conclusions of this work to relevant OECD Committees and to meetings of decision-makers from Member and non-member countries.

3. Maintain close working relations with national and international institutions working in the same and related areas, and participate in economic policy dialogue activities.
4. Draft studies and articles. Supervise and co-ordinate the work of consultants.
5. Contribute to the modelisation work of other projects in the Centre's Programme. Carry out other related tasks as assigned.

**Principal Qualifications and Core Competences**

1. University degree in economics, preferably with a specialisation in quantitative economic analysis/environmental economics. Very good knowledge of macroeconomic theory and of econometric and statistical techniques. Very good knowledge of international Models, particularly Computable General Equilibrium Models (CGE).
2. At least three years of experience in economic development research, supported by an international publication track-record. Excellent knowledge of issues relating to the formulation of economic policies in developing countries.
3. Proven ability to deal with politically complex economic issues in developing countries. Proven ability to dialogue with decision-makers in developing countries and in Member countries. Experience in drafting documentation intended for policy-makers.
4. Ability to administer and supervise research activities and to integrate with a team of researchers and consultants working in various fields.
5. Excellent oral and written knowledge of one of the official languages of the Organisation (English and French) and excellent drafting skills in that language; very good working 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.