

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

**UNCLASSIFIED**

**Paris, 14-12-1999**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 14-Dec-1999**

**HRM/VAC(99)80**

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## **OFFICE CIRCULAR**

### **PROJECT POST FOR ADMINISTRATOR (GRADE A2/A3), REGULATORY REFORM, PUBLIC MANAGEMENT SERVICE**

**[Duration of appointment: Fixed term (2 years, with possibility of renewal)]**

**Closing date for applications: 13 January 2000**

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

#### **Background**

The PUMA work on regulatory reform is aimed at building policy support and skills for good regulations in Member countries. PUMA's emphasis is on *regulatory quality* - combining both *good regulation* where needed to protect health, safety, and the environment and to enhance the functioning of markets, and *deregulation* where free markets work better. The intent of the PUMA work programme on regulation is to establish a longer-term basis for efficient and responsive regulation by changing incentives, capacities, and cultures in public sector institutions, based on market, juridical, and public management principles.

#### **Role**

Under the guidance of the Head of Division, the main responsibility of the post-holder will be to carry out work on core governance issues facing OECD countries, with a focus on regulatory management and reform.

### **Main Duties**

1. Analyse current and emerging regulatory management and reform issues in OECD countries, develop supporting information, and monitor and report on activities in countries. This includes conceptualising and drafting descriptive, evaluative, and synthetic reports on experiences in OECD countries. Aspects of the work include development of comparative indicators through various statistical methods, and hence familiarity with basic analytical methods is valuable.
2. Manage aspects of the work programme, including drafting analytical reports and background papers; consulting and negotiating with Member countries; hiring and managing consultants and ensuring the quality and timeliness of their work; preparing publications; advising the Head of Division and the Director of PUMA; and contributing to team work and capacities in the Division.
3. Help to develop and maintain a network of relevant professional contacts in national public administrations and elsewhere; participate in conferences and other meetings as appropriate; liaise with other international organisations, national authorities and other OECD directorates on relevant issues; respond to requests for information and advice from Member countries.
4. Represent the OECD in missions to Member and non-member countries; organise international activity and expert meetings; give presentations on regulatory management and reform in a wider variety of settings; provide contacts and advice as necessary to the Programme of Support for Improvement in Governance and Management (SIGMA) and to non-member countries, and brief and consult with visitors.
5. Participate in the governance work of PUMA as a whole by working on other projects as needed; contributing to meetings, publications, the Service information base and the Internet home page, and preparing and reviewing documents and reports; monitoring current developments in the public sector of one or more Member countries.
6. Carry out other related duties as assigned.

### **Principal Qualifications and core competences**

1. University degree in public management, economics, or law, or equivalent in a relevant discipline.
2. Proven practical experience (preferably three years or more) in dealing with regulatory management and reform or related issues in OECD countries; good general knowledge of contemporary public management trends and issues; knowledge of public management systems in several countries and some comparative international experience would be an advantage. Good analytical skills, including familiarity with statistical and economic methods. Practical experience in applying these methods would be an advantage.
3. Excellent interpersonal skills; ability to work in a team and to contribute corporately to PUMA, ability to relate easily and openly with government officials, private sector and academic players in the field of regulatory reform; cultural sensitivity so as to work effectively with a range of traditions and nationalities; commitment to equal employment opportunities; self-motivation.

5. Very good drafting skills to produce papers, including for publication, that are clear, concise and attractive to both practitioners and a wider public audience. Ability to work with office information technology, including word processing, graphics software, and the Internet.
6. Excellent knowledge of one of the two official languages of Organisation (English and French) and working knowledge of the other official language, the knowledge of the language of one or more of the other OECD Member countries 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.