OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), INTER-ORGANISATIONS STUDY SECTION ON SALARIES AND PRICES OF THE CO-ORDINATED ORGANISATIONS

Closing date for applications: 22 February 1994

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

In the case of an internal candidate from one of the Co-ordinated Organisations, the appointment offered may be for an indefinite duration. In the case of an external candidate, a fixed-term appointment will be offered. The duty station will be Paris, but some travel should be expected.

This vacancy notice is also published in "Future vacant posts" [AGP/HR/ADV(94)1], with the reference ADV(94)306.
{Duties}

- Under the supervision of the Principal Administrator, Deputy to the Head of Division, and in accordance with the allocation of tasks decided on each year to carry out the programme of work entrusted to the Section, the post-holder will be required to:

1. Carry out price and family budget surveys (purchasing power parities) in collaboration with national and international statistical offices.

2. Carry out salary surveys in the private sector, national public services and other international organisations in the main host countries (France, Belgium, Germany, Luxembourg, Netherlands, Italy, United Kingdom).

3. Carry out specific studies at the request of the Heads of Administration of the Co-ordinated Organisations.

4. Foster good relations between the Section and national expert statisticians.

5. Assist or represent the Section Head or his deputy at technical meetings.

6. Provide the Secretariat for the different Committees served by the Section.

{Principal qualifications}

1. University degree in statistics, economics or a related field. Experience in the management of international salary, tax or pension systems would be an asset.

2. Ability to draft minutes and technical documents clearly and rapidly.

3. Tact and discretion. Ability to work in a team.

4. Ability to establish and maintain professional contacts at all levels.

5. Ability to utilise Quattro Pro, Paradox and Word Perfect within a local area network.

6. Very good knowledge of French or English and good knowledge of the other language.