OFFICE CIRCULAR

Head of Division (Grade A5) in the Central Analysis Division, Directorate for Education, Employment, Labour, and Social Affairs

Closing date for applications: 20 April 1994

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

Duties

Under the supervision of the Director and the Deputy Director, the post-holder will be responsible for directing and supervising the activities of the Central Analysis Division, and in particular will be required to:

1. Monitor labour market and demographic trends; conduct quantitative and analytic studies on a wide range of labour market and social issues of policy relevance to Member countries; analyse labour market programmes and their economic, social and financial impact.
2. Supervise the development, preparation and editing of the annual publication of the Employment Outlook by utilising the contributions of Secretariat members and consultants.

3. Maintain and extend regular statistical series from Member countries and non-Member countries on labour market and population indicators; develop and co-ordinate computerised data-processing facilities for the Directorate; initiate new and modified statistical concepts and methods in the labour market and social statistics of Member countries.

4. Provide statistical data and methodological advice for the studies of other Divisions of the Directorate.

5. Take part in horizontal economic and social analysis which covers the domains of two or more of the other Divisions of the Directorate.

6. Prepare and lead meetings of Working Parties and expert groups.

**Principal qualifications**

1. Advanced degree in economics. Practical experience and specific achievements demonstrating a high degree of competence in the main aspects of the Division’s work and familiarity with the remaining aspects. Several years’ relevant experience in government, international organisations or research institutes and an advanced degree in other relevant disciplines would be an advantage.

2. Ability and experience in selecting, guiding and counselling staff, in co-ordinating and managing research programmes and in participating in policy formulation at senior level.

3. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft well in that language; working knowledge of the other.