ADMINISTRATOR (GRADE A2/A3), FISCAL AFFAIRS DIVISION, FINANCIAL, FISCAL AND ENTERPRISE AFFAIRS DIRECTORATE

Closing date for applications: 22 June 1994

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

Duties

Under the supervision of the Head of Division and the Principal Administrator:

1. Service the Committee on Fiscal Affairs and its Working Parties and contribute to the activities of other Directorates in the Organisation.

2. Prepare draft reports on international and domestic tax policy issues, particularly for the Committee’s Working Party on Tax Analysis and Tax Statistics.
3. Contribute to the development of the reporting systems on tax revenues and the tax/benefit position of households and on the distributional aspects of taxation.

**Principal qualifications**

1. Advanced university degree in economics, preferably with specialisation in public finance.

2. Practical experience of work on taxation in a national tax administration, an international organisation or the private sector. Knowledge of tax systems and policies in a number of countries would be an advantage.

3. Familiarity with statistical techniques and econometric analysis. Experience with building up micro-based models.

4. Proven drafting ability and capacity to express technical aspects of tax legislation and regulation in clear and concise language.

5. Ability to establish good working relations with colleagues.

6. 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 would be an advantage.