OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), EDUCATION AND TRAINING DIVISION, EDUCATION STATISTICS AND INDICATORS UNIT, DIRECTORATE FOR EDUCATION, EMPLOYMENT, LABOUR AND SOCIAL AFFAIRS

Closing date for applications: 5 August 1994

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

Duties

Under the supervision of the Head of the Education Statistics and Indicators Unit, the post-holder will be required to:

1. Prepare the conceptual framework and implement the information delivery system; this involves organising the collection, processing, analysis and dissemination of such data. Provide regular comparative data concerning the condition and functioning of education and training systems.
2. Organise and manage a pilot study to test standards and instruments for collection and reporting of education and training statistics.

3. Develop guidelines and instructions for the data producers so as to facilitate the international comparability of education data, and more specifically the preparation of a manual for education and training statistics and indicators; develop the conceptual structure of the new UNESCO/OECD/EUROSTAT questionnaires, test their implementation, and evaluate the results.

4. Participate in: the revision of the International Standard Classification of Education (ISCED) taking into account the definitions and classification criteria adopted by the OECD; the evaluation and drafting of education studies based upon comparative data; the conceptual development of the evaluation of the education systems and in the management of the Networks established in connection with the education indicators project.

5. Assist in the evaluation and the development of technical standards intended to strengthen the comparability of the education statistics at the international level.

**Principal qualifications**

1. Advanced university degree in statistics and computer science.

2. Extensive knowledge of comparative education and training systems, interactions among the various components of the systems, and of data processing in the requirements and problems related to education and training sectors.

3. Proven experience in data management, including the supervision of data processing teams, and drafting of instructions and guidelines for the data providers.

4. Good knowledge of the technical standards for education data collection and reporting.

5. Ability to organise, manage and evaluate survey operations and large scale assessments of the education and training sector.

6. Capacity to elaborate conceptual frameworks for information delivery systems for the education and training sectors and ability to initiate, plan and evaluate an effective co-operation between managers of different data sources.

7. Excellent knowledge and drafting ability in one of the two official languages of the Organisation (English and French) and working knowledge of the other.