HEAD OF FINANCIAL AFFAIRS DIVISION (GRADE A5), DIRECTORATE FOR FINANCIAL, FISCAL AND ENTERPRISE AFFAIRS

Closing date for applications: 22 September 1994

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

Duties

Under the supervision of the Director and his deputies, the post-holder is responsible for managing the staff and organising the work of the Financial Affairs Division and for co-ordinating with other parts of the Directorate and with other Directorates. The main duties are to:

1. Plan and conduct the meetings of the two committees serviced by the Division (Committee on Financial Markets and Insurance Committee) and of their subsidiary bodies.

2. Direct and supervise the work of the staff of the Division; manage and co-ordinate the work of consultants to the Division.
3. Organise the monitoring and analysis of current and structural financial developments in Member countries and the international markets; supervise the preparation of technical and policy-oriented documents and publications.

4. Co-ordinate the Division’s financial sector reform programme of assistance to countries in transition.

5. Establish and develop close working relationships with Member country governments and, as appropriate, other international organisations; maintain close co-ordination with other parts of the Organisation involved in economics and financial matters.

6. Ensure that senior management in the Directorate is regularly briefed on the activities of the Division and the committees it services.

7. Take an active part in the planning and implementation of the Directorate’s programme of work.

Principal qualifications

1. Advanced university degree in economics.

2. Extensive knowledge of, and experience in, the field of economic and financial policy analysis.

3. Proven experience in the drafting and publication of reports; strong communications skills, including ability to synthesize and summarise the findings of research in a way that is appropriate for policy-makers; ability to contribute to multidisciplinary activities.

4. Proven ability to direct a team of professional staff, to deal with senior officials, and to lead discussions in committees. Ability to develop and maintain good working relations with OECD staff at all levels. Previous experience as an official in a national administration or international organisation would be an advantage.

5. Excellent knowledge of one of the two official languages of the Organisation (English and French) and working knowledge of the other. Demonstrated ability to draft both technical and policy-oriented papers in one of the two languages.