OFFICE CIRCULAR

COUNSELLOR (GRADE A5) IN THE OFFICE OF THE HEAD OF DEPARTMENT, ECONOMICS DEPARTMENT

Closing date for applications : 15 September 1994

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

Duties

The holder of the post is Counsellor to the Head of the Economics Department and will report directly to him. The main duties are to:

1. Contribute to strengthening the Department’s ability to analyse and deal with a wide range of issues of economic policy, including in particular micro-economic and structural issues.

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2. Take an active part in the planning and implementation of the Department’s work programme, including in particular the drafting of papers for high-level committees.

3. Collaborate closely with line managers in the Department, with a view to providing advice and assistance as appropriate on how to handle work on micro-economic issues.

4. Participate as required in the Department’s recruitment process, including the interviewing of candidates.

5. Establish and maintain effective working relations with other OECD Directorates, Permanent Delegations and, as appropriate, other national and international agencies.

Principal qualifications

1. Advanced university degree in economics.

2. Extensive experience in the field of economic analysis and economic policy, especially in the areas encompassed by the duties specified.

3. Ability to develop and maintain good working relations with OECD staff at all levels of authority. Previous experience as an official in a national or international organisation would be an advantage.

4. Ability to convey clearly the essential ideas from recent and current research work in the area of trade policies, structural policies and public finance.

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