ADMINISTRATOR (GRADE A2/A3) IN THE DIVISION OF TRADE POLICY ISSUES,
TRADE DIRECTORATE

Closing date for applications: 25 October 1994

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

Duties

Under the direction of senior staff, the incumbent of this post will participate in the different activities of the Division of Trade Policy Issues and in particular will be required to:

1. Collect basic information on trade policy and practices of Member and non-Member Countries, and manage the Trade Directorate’s central filing system, including its computerised text data base.
2. Draft regular reports analysing current developments in trade policy and practices in close co-ordination with Member countries, and other parts of the Organisation.

3. Handle the administration of notifications of changes in trade policies and practices by Member countries.

4. Draft briefs and other background material concerning trade policy issues for the Secretary-General, Trade Director and other senior members of the Organisation, as required;

5. Conduct research and draft discussion papers on topical trade policy issues for discussion by the Trade Committee.

Principal qualifications

1. Advanced university degree in economics with a specialisation in the field of international trade or international trade relations.

2. Very good knowledge of current trade policy issues.

3. Previous relevant experience in a national administration or an international organisation dealing with international policy formulation and implementation.

4. Very good ability to draft analytical papers and to present conclusions from these papers to representatives of Member countries and other interested bodies.

5. High level of personal initiative to conceive and execute policy-related research projects with minimal supervision.

6. Experience with some of the major computer software packages, e.g. word-processing and spreadsheets for Windows or DOS environments.

7. Excellent knowledge of one of the two official languages of the Organisation (English and French). A good knowledge of the other language would be an advantage.