OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), SPECIAL PROJECTS UNIT,
HUMAN RESOURCE MANAGEMENT DIVISION,
DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 1 December 1994

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

Duties

Under the direction of the Head of the Personnel Policy and Special Projects Section, the post-holder will be required to:

1. Carry out job analysis and classification in all parts of the Organisation in connection with the annual process for the regrading of posts:
   -- collect the necessary information by discussion with supervisors and holders of posts, or by means of questionnaires;
-- draft job descriptions and detailed evaluation reports for management and, as appropriate, for submission to the Council Group of Experts on Regrading of Posts;

-- examine disputes on classification levels, make recommendations for resolving them and, where necessary, prepare files for the Classification Panel responsible for arbitrating appeals.

2. Assist in updating procedures and developing methodology for job classification.

3. Participate in the formulation and development of personnel policy in the Organisation and in other projects related to human resource management issues, as required.

4. Oversee the work of two support staff.

Principal Qualifications

1. University degree, preferably in business administration or related disciplines. Several years’ experience of job and organisational analysis (manual, clerical, technical and executive staff), preferably in a national government department or an international organisation. Broader experience in Human Resource Management would be a considerable advantage.

2. Proven ability to analyse situations and problems, devise practical solutions and develop related policies; sound judgement, fairness, and ability to work under pressure and to establish and maintain successful working relations with management and staff at all levels.

3. Ability to organise and oversee the work of a team.

4. Very good knowledge of and drafting ability in one of the official languages of the Organisation (English and French); good knowledge of the other.