PRINCIPAL ADMINISTRATOR (GRADE A4), FISCAL AFFAIRS DIVISION,
DIRECTORATE FOR FINANCIAL, FISCAL AND ENTERPRISE AFFAIRS

Closing date for applications: 29 December 1994

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

Duties

Under the general guidance of the Head of Division, the
post-holder will be required to:

1. Service the Committee on Fiscal Affairs and its Working Parties
   and contribute to the activities of other Directorates in the
   Organisation.

2. Prepare analytical papers on international and domestic tax
   issues and assume the main responsibility for servicing the
   Committee’s Working Party on Tax Analysis and Tax Statistics.
3. Develop and supervise the reporting systems on tax revenues and the tax/benefit position of households and on the distributional aspects of taxation.

4. Participate in the analytical work undertaken on the tax systems of Economies in Transition.

5. Supervise the work of other professional staff and maintain regular contacts with government officials in capitals and members of other international fora.

**Principal qualifications**

1. Advanced university degree in economics with specialisation in public finance.

2. Extensive knowledge and experience (acquired in a national administration, an international organisation or the private sector) in the areas of work covered by the Division; capacity to work in a multidisciplinary manner and to undertake comparative analysis of Member countries’ tax policies.

3. Familiarity with statistical techniques and econometric analysis of tax data.

4. Ability to take responsibility, to co-ordinate a number of multidisciplinary activities, to lead discussions in expert groups, to supervise the work of other professional staff and to liaise with government officials.

5. Excellent knowledge of one of the two official languages of the Organisation (English and French) and ability to draft well in that language; working knowledge of the other would be helpful.