OFFICE CIRCULAR

HEAD OF RELATIONS WITH NON-MEMBER COUNTRIES UNIT (GRADE A4), FISCAL AFFAIRS DIVISION, DIRECTORATE FOR FINANCIAL, FISCAL AND ENTERPRISE AFFAIRS

[Duration of appointment: Fixed term]

Closing date for applications: 19 December 1994

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

Duties

Within the framework of the programme of work of the Centre for Co-operation with Economies in Transition and the Council’s work on non-Member countries, and under the supervision of the Head of Division:

1. Assume overall responsibility for the organisation of the programme of policy advice, assistance and training in the taxation area for the economies in transition and other non-Member countries. This will involve managing a team of 10 professional and support staff and over 50 part-time consultants.
2. Supervise the operation of the OECD’s network of four tax centres (Ankara, Budapest, Copenhagen and Vienna), co-ordinate work with the Moscow Tax Training Programme of the Russian Federation and oversee in-country activities.

3. Lead and participate in a team of lawyers, tax administrators and public finance economists in the provision of policy advice, the drafting of legislation, its implementation, and the development of tax treaties.

4. Maintain contacts with national tax administrations, international organisations and the private sector to facilitate co-ordination of assistance programmes.

**Principal qualifications**

1. Advanced university degree (or equivalent), preferably with a specialisation in taxation.

2. Ten years’ experience in dealing with taxation issues in government, an international organisation or in the private sector.

3. Experience in the design or operation of personal and corporate tax systems and/or in international taxation arrangements and/or in tax administrations.

4. Experience in organising training courses for tax officials would be an advantage.

5. Ability to co-ordinate and supervise the work of professional staff, and to establish and maintain contacts with senior officials.

6. 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. Knowledge of one of the languages spoken in the economies in transition would be an advantage.