OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), ADVISORY UNIT ON MULTIDISCIPLINARY ISSUES, GENERAL SECRETARIAT

[Duration of appointment: 2 years
with possibility of extension]

Closing date for applications: 12 December 1994

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

Duties

Under the direct supervision and guidance of an A5, and under the overall direction of the Head of the Unit (A7), the post-holder assists in the design and implementation of the Forum for the Future conferences within the framework of the OECD International Futures Programme, and also participates in the more general activities of the Unit. In particular the post-holder is expected to:
1. Prepare, implement and follow up the Forum for the Future conferences. This includes assisting in the conceptual design of the conferences, preparatory research and analysis, contacts with participants, co-ordination of experts’ written contributions, drafting of Secretariat main issues papers, drafting of summaries of the discussions, and preparing contributions for publication.

2. Liaise, where appropriate, with other Directorates on matters pertaining to the OECD Forum for the Future conferences.

3. Monitor activities of OECD Committees which are relevant to those of the Unit.

4. Present the Unit’s substantive work at internal and external meetings.

5. Supervise the work of consultants.

Principal qualifications

1. Advanced university degree, preferably Ph.D. or equivalent, in economics. A sound background in related fields, e.g. science and technology, would be an advantage.

2. Experience in applied economic research. Ability to carry out research assignments efficiently and with minimal supervision, and to write up the results in a policy-oriented way.

3. Proven ability in interdisciplinary approaches, to work simultaneously on a number of different projects and to supervise the work of consultants in a broad variety of fields.

4. Institutional knowledge of more than one Member country and of international organisations would be desirable.

5. Excellent knowledge of one of the two official languages of the Organisation (English and French) and proven ability to draft well in that language; good working knowledge of the other. Knowledge of languages of other Member countries would be an advantage.

N.B. The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.