

Job

Title: Senior Adviser – Civil Service, Adm. Law [Salary Information](#)  
Justice

Reference: 002464

Grade: A4

Please apply before  
midnight, Paris time, 20/12/2007  
on:

**We are an equal opportunity employer and we encourage qualified candidates to apply.**

**The OECD is a unique forum where the governments of 30 market democracies work together to address the economic, social and governance challenges of the globalising world economy, as well as to exploit its opportunities.**

**SIGMA is a joint initiative of the OECD and the European Union, principally financed by the EU. It works in central and eastern European countries and the Western Balkan countries, and from 2008, in the countries of the European Neighbourhood Partnership. SIGMA provides technical support to reform activities, assists beneficiaries accessing other donor programmes and undertakes assessments of progress. SIGMA's field of activity is the horizontal, or general, management systems of government including civil service, administrative law, financial management and control, public procurement, policymaking and inter-ministerial co-ordination and public administration reform strategies. For more information, please visit our web site [www.sigmaweb.org](http://www.sigmaweb.org).**

POSSIBLE VACANCY

ONE OR TWO PROJECT POSTS – FIXED TERM  
APPOINTMENT UNTIL 31 DECEMBER 2008 (with  
possibility of extension)

We are looking for one or two Senior Advisors in the field of Civil Service, Administrative Law and Justice with a legal background specialised in civil service and general administrative law to work with SIGMA beneficiary countries. The selected candidate(s) will

work within the Sigma Civil Service, Administrative Law & Justice team (SIGM) in the Public Governance and Territorial Development Directorate (GOV), under the supervision of the Head of SIGMA.

Job Duties:

1. Management and analysis

- Provide high quality advice to beneficiary countries to design and support reforms, to assess reform progress, and to assist beneficiary countries to obtain and manage assistance from other donors, principally the European Commission.
- Manage technical assistance projects, within the framework of OECD/SIGMA rules and regulations, involving operational activities such as contracting external consultants, and design and oversee quality assurance and control processes on the relevant projects.
- Draft policy papers and take part in the process of developing joint approaches, knowledge and instruments.

2. Liaison and outreach

- Develop and maintain good working relationships with senior officials of beneficiary countries, the Commission and colleagues in other international organisations and maintain active co-operation with bilateral donors.
- Follow technical discussions in other fora on the subject and represent SIGMA in meetings with bilateral and multilateral donors on substantive issues as well as donor co-ordination and development of new initiatives.
- Collaborate with colleagues on the rest of the SIGMA programme as required.

**Qualifications: education, experience, communication and languages**

1. Education and experience

- An advanced university degree in law with working experience or specialisation in administrative law, civil service or specialisation in public law.
- Eight to ten years' work experience in public administration or related fields, in functions related to the job specialisation (civil service, administrative procedures, administrative organisation, and administrative justice).

## 2. Key competencies

- A good knowledge of administrative systems of EU Member States, and specifically in the areas related to the job specialisation; general knowledge and a degree of familiarity of the situation in the beneficiary countries.
- An ability to define, implement and manage projects; willingness to work under time-pressure and the capacity to establish priorities and perform in unfamiliar environments.
- Willingness and interest to work in and contribute to a multicultural team and to work effectively in a range of cultural and political contexts.

## 3. Communication and languages

- Proven skills as an advisor and an interlocutor of members of government and senior civil servants; strong communication and interpersonal skills, in particular the ability to present difficult and complex concepts to less experienced officials in a manner that holds their attention and effectively imparts knowledge and experience.
- Excellent knowledge, including excellent drafting abilities, of one of the two official languages of the Organisation (English and French) and a good knowledge of the other. Knowledge of languages used in the region concerned would be an advantage.

**N.B.** The appointment may initially be made 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