



Job description

Resource Management Advisor - Junior Professional Officer, Grade GA6 Directorate for Public GovernanceCentral Management Unit

The Organisation for Economic Co-operation and Development ([OECD](#)) is an international organisation comprised of 38 member countries, that works to build better policies for better lives. Our mission is to promote policies that will improve the economic and social well-being of people around the world. Together with governments, policy makers and citizens, we work on establishing evidence-based international standards, and finding solutions to a range of social, economic and environmental challenges. From improving economic performance and creating jobs to fostering strong education and fighting international tax evasion, we provide a unique forum and knowledge hub for data and analysis, exchange of experiences, best-practice sharing, and advice on public policies and international standard-setting.

The [Directorate for Public Governance](#) (GOV) works to help governments at all levels design and implement strategic, evidence-based and innovative policies to strengthen public governance, respond effectively to diverse and disruptive economic, social and environmental challenges and deliver on governments' commitments to citizens. It supports countries to promote good governance and democracy through more strategic, agile and action-oriented public sectors that improve the functioning of national economies and support growth. It achieves these objectives by working to help governments at all levels design and implement strategic, evidence-based and innovative policies to strengthen public governance, trust in government and democracy, respond effectively to diverse and disruptive economic, social and environmental challenges and deliver on government's commitments to citizens.

Within GOV, the Central Management Unit (CMU) provides strategic guidance and advice on human resources and financial management, in accordance with OECD's human resources and financial rules, regulations and policy guidelines. GOV is looking for a highly motivated Resource Management Advisor (RMA), Junior Professional Officer to contribute to and support the resource management and administration function within the CMU.

The role of the RMA is to provide strategic guidance and advice on human and financial resource management, in accordance with corporate human resources and financial rules, regulations and policy guidelines. The selected candidate will report to the Head of the Central Management Unit.

Main Responsibilities

Budget and Financial Management

- Provide support and advice to the Head of CMU and Director's Office, on the most efficient use of resources.
- Support and provide input to the preparation, implementation and execution of the Part I Programme of Work and Budget (PWB), including planning, monitoring and reporting.
- Ensure an accurate and timely application of the internal framework, in compliance with Financial Regulations, Instructions and Procedures. This includes the development and maintenance of updated finance related guidelines on all aspects of budget management and reporting.
- Manage and support periodic and internal audit activities including the preparation of supporting documentation and data and responding to auditor's questions as needed.
- Lead data management, analysis and reporting on financial information, including the preparation of consolidated strategic and/or analytical reporting for senior management.
- Provide in-depth analysis on the financial situation and the future trends in the context of OECD corporate exercises (e.g. PWB preparation, Budget Committee, etc.), identifying any potential funding gaps and how these can be met.



- Prepare cost estimates, spending plans, financial analyses, forecasts, budget reports and official documents in relation to the Programme of Work and Budget (PWB), including regular committee reporting.
- Co-ordinate all corporate reporting for the Part I budget providing briefing material as appropriate to management.

Voluntary Contribution Management

- Conduct the review and revision of voluntary contribution offers and agreements.
- Lead contract negotiations and preparation, including the review of budget proposals.
- Ensure that all expenditure is carried out in accordance with the terms and conditions of the voluntary contributions, including any relevant reporting.
- Prepare financial reports on VC expenditures and ensure they are sent in a timely manner.

Human Resource Management

- Contribute to the directorate's overall recruitment planning and processes and related administrative actions.
- Provide advice, guidance and training to other members of the team taking into account the peaks in workload within the CMU to build an efficient overall organizational workflow.
- Participate, where needed, as a panel member for recruitments.

Supervision responsibilities

- Supervise the work of one or more Resource Management Officers in the CMU including coordinating work, managing tasks and priorities.
- Actively stay abreast of developments in budget and finance policies and procedures, as well as corporate financial management reforms, deadlines, guidelines and best practices, and assist in the implementation of any related reforms.
- Ensure knowledge sharing of practices and procedures within the CMU to facilitate knowledge management.

Other responsibilities

- Play a constructive role within the CMU, contributing to an agile, collaborative and supportive culture marked by positive interaction and accountability among colleagues.
- Serve as GOV focal point for audit purposes and assure that all GOV financial transactions meet the requirement of the OECD's Internal Control Framework and the Organisation's Financial Regulations, Instructions and Procedures.
- Support the Head of CMU and represent GOV in various OECD-wide fora, fostering synergies, knowledge sharing and collaboration.

Ideal Candidate Profile

Academic Background

An advanced university degree in business or public administration, accounting, human resources management, finance or other related discipline.

Professional Background

- A minimum of two years of professional experience in finance and/or human resource management, preferably in an international organisation.
- Experience with the Organisation's Programme of Work, budget and financial management structure would be an advantage, along with very strong analytical quantitative and qualitative skills. A sound knowledge of results-based budget and financial management.



- Proven experience processing data and controlling expenditure preferably in an international organisation or similar working environment involving projects with multi-year financing.
- Good knowledge of OECD processes and policies, Financial Regulations, Rules, Instructions and Procedures, and experience in a similar role in another International Organisation would be an advantage.
- Ability to draft correspondence and other documents related to budget and HR matters.
- Capacity to work in a team in an international environment and to demonstrate multicultural sensitivity and negotiation skills.
- Ability to foster and maintain very good working relations with colleagues at all levels, EXD services and donors.

Languages

- Fluency in one of the two OECD official languages (English and French) and a knowledge of, or a willingness to learn, the other.

Core Competencies

- OECD staff are expected to demonstrate behaviours aligned to six core competencies which will be assessed as part of this hiring processes: Vision and Strategy (Level 1); Enable People (Level 1); Ethics and Integrity (Level 1); Collaboration and Horizontality (Level 2); Achieve Results (Level 1); Innovate and Embrace Change (Level 2).
- There are three possible levels for each competency. The level for each competency is determined according to the specific needs of each job role and its associated grade.
- To learn more about the definitions for each competency for levels 1-3, please refer to [OECD Core Competencies](#).

Contract Duration

- One-year fixed term appointment, with the possibility of renewal.

What the OECD offers

- Monthly base salary starting from 5,785 EUR, plus allowances based on eligibility, exempt of French income tax.
- [Click here](#) to learn more about what we offer and why the OECD is a great place to work.
- [Click here](#) to browse our People Management Guidebook and learn more about all aspects relating to people at the OECD, our workplace environment and many other policies supporting staff in their daily life.