

Project Manager / Analyst (09385)

Status
Open

Recruiter
RAVAT, Laurence

Status Details
Sourcing

Hiring Manager
VAN HULST, Beth

Primary Location
Paris

Requisition Type
Professional

Hired Candidates
0 out of 1

Job Details

Identification

Requisition Title
Project Manager / Analyst

Title (by Manager)
Project Manager / Analyst

Job Grade
A3

Number of Openings
1

Justification
Replacement

Duration of Appointment
2 years

Proposed Start Date
01-10-2014

Structure

Organization

OECD OECD

Directorate International Transport Forum (ITF)

Level 2 Transport Policy and Forum

Primary Location

City Paris

Job Field

Job Family Policy Experts

Job Group Economists

User Group

User Group
Main Group

Job Profile Information

Job Type

Official

Job Level

Individual Contributor

Additional Information

Commitment Reference (SEM)

SC00009999

Function Reference (SBM)

SB00009999

Proposal of Nomination Section (General)

Candidate Selection Workflow

Candidate Selection Workflow

STANDARD

Hiring Team

Recruiter

RAVAT, Laurence

Hiring Manager

VAN HULST, Beth

Recruiter Assistant

WEHBE, Maël

Hiring Manager Assistant

DEMPSEY, Jo

Collaborators			
First Name	Last Name	Email Address	Title
Mary	CRASS	Mary.CRASS@oecd.org	

Job Internal Description

Description - Internal

The International Transport Forum (ITF) is a global intergovernmental organisation within the OECD family which presently brings together more than 50 Transport Ministers to discuss the strategic and policy challenges of the sector and foster a deeper understanding of the essential role played by transport in economies and in society.

The Transport Policy and Summit Preparation Division is looking for an experienced Project Manager/Analyst with a range of both organisational and analytical skills to play a key role in the preparation of the annual Summit. The successful candidate will report to the Head of Policy and Summit Preparation of the International Transport Forum, and work as a member of the Summit team.

Main Responsibilities

Summit Co-ordination

- Play a leading role in the planning and development of the International Transport Forum ' s annual Summit throughout the 18-month planning cycle.
- Plan and co-ordinate input from a range of stakeholders in the development of the Summit programme.
- Plan and manage both the organisational and budgetary aspects of different parts of the Summit, including, but not exclusively, the preparation of sessions, the invitation and registration process, the gala dinner, side events, and transport awards.
- Identify, recruit and brief Summit speakers and participants.
- Lead the organisation of preparatory events, including meetings of ITF bodies such as the Summit Task Force and other related seminars, workshops and stakeholders meetings.
- Manage remote third-party providers in addition to staff in the Summit team, and engage and co-ordinate with other areas of the ITF and OECD where necessary.

Analysis and drafting

- Draft relevant communications documents to support both internal and external Summit communications, such as media releases and content for the website and registration portal.
- Draft substantive inputs for the Task Force and the Transport Management Board (TMB) meetings as well as for the Summit including by synthesizing available research and analysis.

Representation and liaison

- Develop and maintain strong relations with other relevant international organisations, national administrations and member country delegations.
- Actively promote the ITF to key stakeholders and interact with civil society organisations, think tanks, academia as well as international organisations.
- Organise outreach activities to enhance engagement with key stakeholders.
- Represent the ITF at external conferences and meetings.

Other

- Undertake strategic reviews of aspects relevant to the Summit to support decision-making.
- Participate in the supervision of the work of other staff such as support staff, secondees and trainees.

Ideal Candidate Profile

Academic Background

- An advanced university degree or equivalent in economics, business, engineering or a related area.
- A formal project management qualification would be an advantage.

Professional Background

- Three to seven years relevant experience in planning and delivering complex projects or events including managing both internal teams and remote third party providers.
- A background in analysis relevant to the transport sector in research institutions, private sector, government bodies or international organisations. Contacts and experience working with international organisations and other key stakeholders in the transport sector would be an advantage.
- Excellent communications skills, including the ability to explain programme content and policy issues in a clear and concise way to expert and lay audiences alike.
- Experience in presenting complex issues at meeting and conferences.

Tools

- Proficiency with Microsoft Office applications (Word, Excel, databases, etc.).

Languages

- Excellent skills in one of the two official languages of the Organisation (English and French) and proven ability to draft clearly and concisely in that language; knowledge of the other.
- Excellent drafting skills in English.

Core Competencies

Please refer to the OECD Core Competencies and the level 3 indicators.

Contract Duration

Two-year fixed term, with the possibility of renewal.

Ideal starting date: 4th Quarter 2014

Salary Information

This position is twin graded A2/A3. Appointment will be based on the candidate 's level of experience and demonstrated ability to perform the functions at the expected level.

NB: The appointment may initially be made at a lower grade if the qualifications and professional experience of the selected applicant correspond to that grade; in this case, the duties and responsibilities assigned will be adjusted accordingly.

NB: Selected candidates may be invited to take a written test. Panel interviews will be held late September/early October.

The OECD is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of OECD member countries as well as nationals from the member countries of the International Transport Forum, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.

Job External Description

Description - External

The OECD 's mission – Better Policies for Better Lives – promotes policies that will improve the economic and social well-being of people around the world. It provides a unique forum in which governments work together to share experiences on what drives economic, social and environmental change, seeking solutions to common problems.

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Main Responsibilities

Summit Co-ordination

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- Participate in the supervision of the work of other staff such as support staff, secondees and trainees.

Ideal Candidate Profile

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Core Competencies

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Contract Duration

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Ideal starting date: 4th Quarter 2014

What the OECD offers

Depending on level of experience, monthly salary starts at either 5,400 EUR or 6,700 EUR exempt of French income tax, plus allowances based on eligibility.

NB: The appointment may initially be made at a lower grade if the qualifications and professional experience of the selected applicant correspond to that grade; in this case, the duties and responsibilities assigned will be adjusted accordingly.

NB: Selected candidates may be invited to take a written test. Panel interviews will be held late September/early October.

The OECD is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of OECD member countries as well as nationals from the member countries of the International Transport Forum, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.

Prescreening

Question	Answer	Required/Asset	Weight	
1. Please select the highest academic degree you have obtained: Global, Code: G-30 , Type: Single Answer	None	—	0	(0%)
	High/Secondary school diploma	—	0	(0%)
	Bachelor's degree	—	0	(0%)
	Master's degree	Required	0	(0%)
	PhD degree	Required	0	(0%)
2. Please indicate if you have a specialised education in: Local, Code: 1406297570215 , Type: Multiple Answers	None	—	0	(0%)
	Economics	—	0	(0%)
	Business	—	0	(0%)
	Engineering	—	0	(0%)
	Other	—	0	(0%)
3. Please indicate if you have a formal project management qualification. Local, Code: 1406297706197 , Type: Single Answer	Yes	Asset	0	(0%)
	No	—	0	(0%)
4. How many years of experience do you have in the planning and delivering of complex events? Local, Code: 1406297836363 , Type: Single Answer	None or less than 1 year	—	0	(0%)
	From 1 year to less than 3 years	—	0	(0%)
	From 3 years to less than 5 years	Required	0	(0%)
	From 5 years to less than 8 years	Required	0	(0%)

	From 8 years to less than 10 years	Required	0	(0%)
	More than 10 years	Required	0	(0%)
5. How many years of experience do you have coordinating international projects? Local, Code: 1406298200293 , Type: Single Answer	None or less than 1 year	—	0	(0%)
	From 1 year to less than 3 years	—	0	(0%)
	From 3 years to less than 5 years	Required	0	(0%)
	From 5 years to less than 8 years	Required	0	(0%)
	From 8 years to less than 10 years	Required	0	(0%)
	More than 10 years	Required	0	(0%)
6. How many years of experience do you have in managing the budgetary aspects of an event similar to the ITF Annual Summit? Local, Code: 1406298271600 , Type: Single Answer	None or less than 1 year	—	0	(0%)
	From 1 year to less than 3 years	—	0	(0%)
	From 3 years to less than 5 years	Required	0	(0%)
	From 5 years to less than 8 years	Required	0	(0%)
	From 8 years to less than 10 years	Required	0	(0%)
	More than 10 years	Required	0	(0%)
7. How many years of experience do you have in the transport sector in research institutions, private sector, government bodies or international organisations? Local, Code: 1406298343468 , Type: Single Answer	None or less than 1 year	—	0	(0%)
	From 1 year to less than 3 years	Asset	0	(0%)
	From 3 years to less than 5 years	Asset	0	(0%)
	From 5 years to less than 8 years	Asset	0	(0%)
	From 8 years to less than 10 years	Asset	0	(0%)
	More than 10 years	Asset	0	(0%)
8. How would you rate your level of proficiency in drafting professional content in English? Global, Code: G-50 , Type: Single Answer	None	—	0	(0%)
	Basic	—	0	(0%)
	Fair	—	0	(0%)
	Good	—	0	(0%)

	Very good	Required	0	(0%)
	Excellent	Required	0	(0%)
9. How would you rate your level of proficiency in drafting professional content in French? Global, Code: G-51 , Type: Single Answer	None	—	0	(0%)
	Basic	—	0	(0%)
	Fair	—	0	(0%)
	Good	Asset	0	(0%)
	Very good	Asset	0	(0%)
	Excellent	Asset	0	(0%)
10. Could you please briefly describe your most relevant event management experience relative to the advertised role? (15 lines maximum) Local, Code: 1406298478152 , Type: Text Answer				
			Weight	
			Total for Competencies and Questions: 0 (0%)	

This requisition uses 1 of the 50 competencies and questions from the corresponding prescreening model.