



RECRUITMENT PROCESS FOR PARIS21 SECRETARIAT MANAGER

The hiring of the PARIS21 Secretariat Manager will follow OECD rules regarding recruitment. The OECD hiring manager for this recruitment is Richard Carey, Director of the Development Co-operation Directorate (DCD). He will be involved throughout the whole process.

The terms of reference will be prepared by the PARIS21 Bureau and will be reviewed and approved by the OECD Human Resources Department (HR). The job requisition will be published by the OECD.

Human Resources will carry out a first screening of candidates and will establish a long list based on the criteria established in the job requisition. The long list will be reviewed by a group composed of a representative from the PARIS21 Bureau, DCD, HR and the PARIS21 Secretariat manager, in order to establish a list of pre-selected candidates to sit the written test.

On the basis of the results of the written test a shortlist of candidates to be interviewed will be established by the same group as above.

The panel interview will include Steering Committee Members as well as OECD mandatory members. The PARIS21 Bureau will designate the members of the Steering Committee to participate in the panel.

Activity	Date	Responsible
Finalising the terms of reference and the written test	July 2008	PARIS21 Bureau, DCD, OECD HR
Publishing the job requisition	For 6 weeks (September 2008- Mid October)	OECD HR
Analysing the applications and producing the long list	By end of October 2008	OECD HR
Pre-selection of candidates to sit the written test in order to select the short list of candidates to be interviewed	By mid November 2008	PARIS21 Bureau representative, DCD representative, HR representative, PARIS21 Secretariat manager
Writing Test Organisation	As from mid November 2008	PARIS21 Secretariat
Analysis of writing test, selection of the shortlist of candidates and approval of the short list by DSG	By end November 2008	PARIS21 Bureau representative, DCD representative, HR representative, PARIS21 Secretariat manager
Interview and ranking proposal	By mid December 2008	Interview panel (PARIS21 Steering Committee Members, OECD mandatory members)
Selection of the new Manager and approval by the OECD Advisory Board	End December 2008	OECD Hiring Manager
New manager assumes function	Early 2009, depending on successful candidate availability.	