OFFICE CIRCULAR

SUBJECT: ANALYST-PROGRAMMER (GRADE A2/A3), SYSTEMS DEVELOPMENT DIVISION, DIRECTORATE FOR COMPUTERS AND COMMUNICATIONS

Closing date for applications: 12th December 1991

Duties

• Under the supervision of the Head of the Administrative Systems Unit:

1. Develop, maintain and support the Organisation’s payroll applications. Verify that contract specifications are met through benchmark and/or specific acceptance tests. Liaise with suppliers’ support staff. Implement new features in conjunction with development of the Organisation’s personnel and financial management systems.
2. Develop and implement, in liaison with operations staff and systems engineers, procedures to ensure integrity and security of resources including system files, user data files, control files and source code libraries. Organise training and assistance for users. Ensure prompt resolution of problems encountered.

3. Participate in the evaluation and selection of other commercially-available administrative systems software, and in the definition and progressive implementation of distributed/co-operative processing technologies for administrative applications.

4. Participate in the drafting of technical proposals and reports, and documents for Committees and other meetings serviced by the Directorate.

5. Carry out other related duties as required.

Principal qualifications

1. University degree in computer science or equivalent.

2. Very good knowledge of administrative systems development methodology, demonstrated through several years’ experience. Very good knowledge of GIP SIGA/PAIE software and COBOL.

3. Good knowledge of IBM VSE/SP and CICS environments. Knowledge of system utilities (e.g. ICCF, Librarian/Vollie, POWER, DYNAM/D, VTAM), of CLIO data base, and of D&B software would be an advantage. Experience working within a local area network environment, and with co-operative processing methodology would be an advantage.

4. Proven ability to communicate well with both technical staff and users. Proven ability to draft technical papers and documentation related to information processing systems.

5. Very good knowledge of one of the two official languages of the Organisation (English and French), and good working knowledge of the other.