HEAD OF ADMINISTRATIVE AND FINANCIAL SYSTEMS UNIT (GRADE A4), SYSTEMS DEVELOPMENT DIVISION, DIRECTORATE FOR COMPUTERS AND COMMUNICATIONS

Closing date for applications: 9 June 1992

Duties:

• Under the general supervision of the Head of Division, the incumbent manages a team of analysts and programmers involved in the development, maintenance and support of large-scale administrative and financial applications.

  1. Plan and manage the activities of a team of analysts and programmers responsible for large-scale administrative and financial systems used in the Organisation (payroll, personnel, budget and financial accounting, etc.). Supervise related system analysis and computer programming work.
2. Participate in the Directorate’s strategic information systems planning. Plan and manage the progressive implementation of distributed/co-operative processing technologies for administrative and financial applications.

3. Co-ordinate the evaluation, selection and implementation of commercially available administrative and financial software packages.

4. Develop and implement, in liaison with systems software and operations staff, procedures to ensure integrity and security of information resources, including system files, user data, control files and libraries. Organise training and assistance for users. Ensure prompt resolution of problems encountered.

5. Draft technical proposals and reports, and documents for Committees and Working Groups serviced by the Directorate.

6. Carry out other related duties as required.

Principal qualifications:

1. University degree in computer science or equivalent.

2. At least five years’ experience in planning and supervising a team of analysts and programmers and ability to contribute to their development. Demonstrated ability to conceive and implement large-scale projects involving computer-based administrative and financial applications.

3. Very good knowledge of system analysis and programming, possibly under IBM’s VSE/SP and CICS environments. Knowledge of system utilities, SIGA/PAIE, and D&B’s financial software would be an advantage. Good knowledge of UNIX and of client-server technologies in a local area network environment.

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 working knowledge of the other.