OFFICE CIRCULAR

STATISTICAL ASSISTANT (GRADE B4) IN THE ECONOMIC STATISTICS AND NATIONAL ACCOUNTS DIVISION, STATISTICS DIRECTORATE

Closing date for applications: 1st June 1992

Duties:

• In accordance with the general instructions applying in the Division, and under the supervision of the Head of the Short-Term Statistics Section, the post-holder will be responsible for activities in the Data Dissemination Unit in the Section. This Unit will respond to requests from both government and private users for information on data, definitions and methodological issues with respect to the Directorate’s regular data products. It will also provide information in a tailored form, to meet specific user needs. In addition, the Unit will advise on the need for new (electronic) data products and participate in the development of such products.
The post-holder will be required:

1. To provide information on the wide variety of data products in the Directorate and explain definitions and methodology. To help to define user requests for data and satisfy such requests immediately, insofar as possible. Information is provided by telephone, telefax, computer media or by mail. To keep informed about the availability of statistical data produced outside the Directorate.

2. To promote the use of available data products by advising the supervisor on optimal dissemination strategies. To assist in defining the need for new data products and participate in their development and introduction.

3. To advise the supervisor on terms for providing new and non-standard data products by the Directorate.

4. To extract stored data and metadata from the Directorate’s databases, to do analytic calculations, data manipulation, tabulation and produce graphics. This requires the use of a wide variety of mainframe software (e.g. RAL, MEI and OSIRIS), mini computer facilities, and a broad range of micro-computer packages.

5. To participate in the dissemination of data in print, on diskette, magnetic tape and other electronic media. This entails the production of files in a wide variety of formats for further processing in a specialist publication environment. It involves contacts with Documentation, Publication and various Statistical Services within the OECD.

6. To carry out related ad hoc tasks as required.

Principal qualifications:

1. Good secondary, but preferably post-secondary education resulting in a good knowledge of economics, statistics and statistical technology.

2. Experience in statistical processing or in data dissemination. Familiarity with current data processing technology.

3. Ability to quickly analyse data requests on the phone and to immediately and clearly reply to many of the more general questions on the Directorate’s data output, statistical concepts and methods.
4. Ability to draft notes and correspondence on statistical matters, e.g. in relation to data requests, in a precise and concise way.

5. Experience with the use and management of computerised databases.

6. Ability to independently translate general, ad hoc data requests into formal, operational data queries, and tailor the resulting information to meet specific user requirements.

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

N.B. The successful applicant will be required to have passed the OECD test for statistical assistants.