OFFICE CIRCULAR

SUBJECT: ADMINISTRATOR (GRADE A2/A3), USER SERVICES DIVISION, DIRECTORATE FOR COMPUTERS AND COMMUNICATIONS

Closing date for applications: 13th February 1992

Duties:

- Work is carried out independently under the general supervision of the Deputy Head of Division.

1. Co-ordinate technical and user support requirements for the implementation of administrative and financial applications. Ensure integration of new applications within OECD’s evolving open client-server environment.
2. Identify opportunities for downsizing existing Organisation-wide administrative and financial systems.

3. In conjunction with the various support areas in DCC, ensure the design and implementation of procedures required to support new Organisation-wide applications in an evolving technological environment.

4. Co-ordinate DCC input to the development of Directorate-level information systems plans, and their integration into the OECD-wide Information Technology Plan.

5. Carry out other related duties as required.

Principal qualifications:

1. University degree in computer science or equivalent.

2. Extensive experience with information systems generally and administrative and financial systems in particular - including budget, accounting, personnel and bibliographic applications.

3. Experience in networked applications, preferably in an open client-server environment. Good general knowledge of micro-computer equipment and applications software.

4. Extensive experience in working with users. Good interpersonal and communications skills.

5. Experience in development of information systems strategy plans. Good knowledge of the information industry and emerging trends in computer technology.

6. Ability to work independently, with minimal supervision.

7. Good drafting skills. Very good knowledge of one of the two official languages of the Organisation (English and French) the ability to work in the other.