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

Closing date for applications: 23 November 1993

The OECD is an equal opportunity employer and encourages applications from female candidates

Duties:

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

1. Develop, maintain and support - in liaison with users, systems engineers and operations staff - one or more of the Organisation’s administrative and financial systems (e.g., payroll, sales of publications, personnel, budget and accounting, etc.).
2. Develop and implement, in liaison with operations staff and systems engineers, procedures to ensure the integrity and security of resources - including system files, user data files, control files and source code libraries.

3. Participate in the evaluation, selection and implementation of commercially-available administrative and financial systems software. Verify that contracted specifications are met through benchmarking and/or appropriate acceptance tests.

4. Participate in the ongoing support of administrative and financial systems. Implement new releases and new features. Organise training and assistance for users, and ensure prompt resolution of problems encountered. Liaise with the supplier’s support staff.

5. Participate in the definition and progressive implementation of distributed/co-operative processing technologies for administrative and financial applications.

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

Principal qualifications:

1. University degree in computer science or equivalent.

2. Very good knowledge of administrative systems development methodology, demonstrated through several years’ experience. Knowledge of D&B’s MSA software is desirable.

3. Good knowledge of COBOL, and of IBM VSE/SP and CICS environments. Knowledge of system utilities (e.g. ICCF, Librarian/Vollie, POWER, DYNAM/D, VTAM) would be an advantage. Experience working within a local area network environment, and with UNIX would 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.