OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), DESKTOP AND NETWORK APPLICATIONS DIVISION, DIRECTORATE FOR COMPUTERS AND COMMUNICATIONS

Closing date for applications: 31 May 1994

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

Duties

Under the supervision of the Head of Division, the post-holder will be required to lead and organise the work of development staff resources dedicated to the migration of analytical/statistical information systems to a more "open" computing environment, and in particular to:

1. Participate in the definition and development of a modern and open system architecture for analytical/statistical computing in the Organisation. Evaluate and implement cost-effective hardware and software solutions for statistical data collection, database management, data and metadata manipulation, econometric and modelling processing, and data and metadata presentation and dissemination.
2. Lead migration task forces in close co-operation with substantive user Directorates and develop an active migration support structure in user areas. Co-ordinate the re-engineering of application-related work processes to maximise the benefits of the modernisation of information systems.

3. Organise and carry-out, in conjunction with substantive users, the actual migration of existing analytical/statistical applications, and the implementation of new applications. In particular, organise the analysis of data flows and existing computer programs; supervise the development of program modules in generic form and the conversion of existing program files and computation formulas; ensure the necessary parallel and year-end processing and post-conversion reviews with users, before eventual phase-out of proprietary applications.

4. Ensure optimal integration of the new application environment with other OECD technology resources, including the development of software interfaces with existing OA and mainframe-based systems and with production flows such as documents and statistical publications. Lead the implementation of data extraction and conversion utilities and establishment of network-transparent, dynamic data links between the different computing platforms.

5. Standardize and develop the electronic exchange of statistical data and metadata with other organisations.

6. Elaborate guidelines for the documentation of data flows and user processes; supervise the development and maintenance of technical system documentation.

**Principal qualifications**

1. Advanced university degree in computer science or equivalent, with emphasis in information technologies for analytical and statistical computing.

2. Extensive experience in modern database application development in a multi-user environment, with client/server and remote access capabilities. Very good knowledge of statistical database techniques and data analysis methods and software; knowledge of software systems for the management of textual information would be an advantage.
3. Very good knowledge of open computing environments and latest computer technology developments, especially in the area of operating systems, communications software and server hardware platforms. Good knowledge of development tools (e.g. C, Visual Basic, Visual C++), RDBMS 4GLs and SQL, under Windows and/or UNIX.

4. Demonstrated ability to organise and manage the work of teams of analyst/programmers. Ability to communicate clearly and efficiently on technical matters and very good drafting skills. Demonstrated ability to maintain good working relations with other information processing specialists, as well as with users of information systems. Ability to work under pressure and identify important issues.

5. Analytical ability and sound judgement, including the ability to grasp problems and develop sound solutions, assess technical proposals, determine priorities amongst conflicting demands, interact effectively with users and propose cost-effective solutions to a wide range of information processing needs.

6. Excellent knowledge of one of the official languages of the Organisation (English or French); good working knowledge of the other.