HEAD OF SECTION (GRADE A2/A3), TELECOMMUNICATIONS SERVICES UNIT, DIRECTORATE FOR COMPUTERS AND COMMUNICATIONS

Closing date for applications: 5 December 1994

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

Duties

Under the general guidance of the Head of Unit, the post-holder will be required to:

1. Manage and supervise the work of telecommunications specialists, consultants and contractors, who are involved in the installation, support and operation of voice and data networks; and in provision of telecommunications services such as telephone, fax, telex and data.
2. Manage the installation of voice and data communications facilities at the OECD Information Centres and at other international locations, as part of the Organisation's global network.

3. Manage and co-ordinate special arrangements for telecommunications services required in support of major conferences, such as Ministerial and high-level meetings.

4. Manage the installation of changes and upgrades to telecommunications hardware and software. Plan, co-ordinate and supervise maintenance, both in-house and contracted externally, of telecommunications hardware and software. Ensure minimal service disruption during the execution of maintenance and system changes.

5. Assist Delegations in the procurement and installation of telecommunications facilities for their offices, as required.

6. Maintain regular contacts with suppliers for the evaluation, testing and acquisition of telecommunications hardware, software and services.

Principal qualifications

1. Advanced university degree in electronic engineering, telecommunications or equivalent.

2. Demonstrated knowledge of and several years' experience in long-distance voice/data communications technologies and services. Familiarity with local area/wide area network (LAN/WAN) concepts and topologies, and international networking facilities.

3. Thorough knowledge of international communications standards established by bodies such as ISO, CCITT, etc.

4. Familiarity with network management and control and related systems and facilities available on the market.

5. Ability to supervise the work of staff and contractors.

6. Ability to communicate well at all levels, and ability to draft reports for management as well as technical documentation.

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