OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), CENTRE FOR CO-OPERATION WITH THE ECONOMIES IN TRANSITION

Closing date for applications: 15 April 1994

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

Duties

Within the framework of the activities of the Centre for Co-operation with the Economies in Transition, under the supervision of the Deputy Director and a Principal Administrator, and in close co-operation with the Database Manager, the post-holder is responsible for providing first-line technical support on the CCET Register. In collaboration with the Directorate for Computers and Communications (DCC), the post-holder is responsible for monitoring, co-ordinating and testing technical developments within the Register and will:

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1. Participate in the improvement of the technical capacities of the Register, with responsibility for developing methods to facilitate the exploitation of data and the creation of standard outputs which respond to users’ requirements. Help in the development and testing of modifications to the Register, which may include improvements in equipment, software and/or communications.

2. Provide, in liaison with the database administrator, technical assistance to users of the CCET Register, including connecting to the Register, exploiting its contents, the structuring and electronic transfer of data and the integration of other databases into the system. Provide demonstrations and training to users as necessary. Prepare and maintain user documentation and general information on the Register.

3. Ensure the integrity of the data contained in the Register, including carrying out regular controls on its coherence. Produce periodic statistical outputs from the data contained in the Register. Draft reports on the Register and its evolution.

4. Participate in work on the definition and harmonization of data classifications. Assist and advise the Register staff in the transformation of databases, the processing of textual data or statistical and graphical information for both internal and external purposes and in the management of databases. Supervise Register staff in these tasks.

5. Participate in other responsibilities related to the CCET Register and carry out other duties as required.

**Principal qualifications**

1. University degree in computer science or equivalent, with good knowledge of statistics and/or economics.

2. Experience in database applications in a multi-user environment. Experience in exploiting databases for analytical and statistical purposes. Experience with data classification and harmonization and of data on development assistance would be an advantage.
3. Very good general knowledge of information technology including experience of on-line databases and a wide knowledge of programming and software packages for the management of textual, statistical and graphic information. Experience of providing practical support to technical and non-technical users. A very good knowledge of OECD’s information processing and statistical environment would be an advantage.

4. Very good organisational and analytical skills. Ability to take initiative. Very good drafting skills and an ability to communicate clearly including on technical matters. Flexibility, good judgement, ability to work under pressure. Ability to work in a team and to establish good working relations with users of information systems and other information-processing specialists.

5. Very good knowledge of both official languages of the Organisation (English and French). Knowledge of one or more central and eastern European languages, especially Russian, would be an advantage.