OFFICE CIRCULAR

PROGRAMMER (GRADE B5), SYSTEMS DEVELOPMENT DIVISION,
DIRECTORATE FOR COMPUTERS AND COMMUNICATIONS

Closing date for applications: 18 January 1995

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

Duties

Under the supervision of an Administrator and/or a Principal
Administrator of the Administrative and Financial Systems Unit, the post-holder
will be required to:

1. Develop and maintain computer programs. Participate in the evaluation,
implementation and maintenance of one or more administrative and
financial systems: payroll, personnel, finance, etc., and in the
adapting of such systems to the OECD’s specific requirements.
Participate in the implementation of new releases and new features.
2. Participate in the development and implementation of a modern and open architecture for administrative and financial computing in the Organisation. Help carry out the migration of existing applications, the implementation of new applications, and their integration with other OECD technology resources.

3. Develop, implement and maintain computer procedures to ensure integrity and security of programs, data/control files and associated libraries. Prepare related operating procedures and technical documentation.

4. Ensure technical support for ongoing production activities and participate in the prompt resolution of problems. Provide technical training and assistance to users.

5. Carry out other related duties as required.

**Principal Qualifications**

1. Good general level of secondary and, preferably, post-secondary education.

2. Very good programming skills demonstrated through several years’ experience. Good knowledge of modern computing and communications technologies: operating systems, programming languages, application development tools, LAN technologies and client/server architecture. Proven ability to master rapidly-evolving computing and communications technologies.

3. Previous experience in working with personnel, payroll or financial applications; familiarity with packaged software such as CGI’s SIGAGIP or D&B’s "Expert" (ex-MSA) software would be an advantage.

4. Ability to work in a team environment, and take initiative. Ability to work under pressure, and to adapt quickly to changing responsibilities.

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