OFFICE CIRCULAR

PROGRAMMER (GRADE B4), PLANNING UNIT, PRODUCTION DIVISION, PUBLICATIONS SERVICE

Closing date for applications: 9 June 1995

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

Duties

Under the supervision of the Deputy-Head of Division, the post-holder will be required to work on the development, maintenance and application of computer systems for the typesetting of publications and, in particular:

1. Maintain applications in PAGER and related software systems for the automated typesetting of publications. Participate in projects to improve the typography of publications. Implement new presentation formats in PAGER as required.
2. Develop computer programs using C++, Visual Basic and similar languages, in support of the various technical projects undertaken by the Division (e.g. media conversion, information processing based on SGML norm, etc.).

3. Provide technical assistance, training and documentation for staff of the Division on all aspects of the computer systems used. In particular, assist workshop staff with the application of electronic imposition software.

4. Participate, during periods of heavy workload, in typesetting of text, tables, graphics, mathematical formulae and other components of publications in accordance with the linguistic and typographical rules specific to each language.

5. Perform other related tasks as required. Replace the Senior Programmer when absent.

**Principal qualifications**

1. Good general education.

2. Proven experience in developing computer programs and in implementing systems with the tools currently used by the Production Division (C++, Visual Basic, PAGER) or with similar software; knowledge of VAX/VMS and Microsoft Windows is necessary; familiarity with Macintosh OS, modern networking architectures and database technology would be desirable.

3. Knowledge of the publishing industry and experience of combined manual and electronic page-setting techniques is essential.

4. Ability to work with minimum of supervision and as a member of a team.

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

N.B. The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.