OFFICE CIRCULAR

COMPUTER CLERK (GRADE B2), COMPUTATION UNIT 1, JOINT PENSIONS ADMINISTRATIVE SECTION OF THE CO-ORDINATED ORGANISATIONS, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 27 February 1996

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

Role

Under the supervision of the Head of the Computation Unit or the Head of Section, the main responsibility of the post-holder will be to carry out office automation tasks linked mainly to the running of databases, as well as administrative and secretarial work concerning the pensioners of the Co-ordinated Organisations.

Main Duties

1. Assist in the setting up and running of statistical databases on microcomputer, using basic computer tools and word-processing packages.

2. Take part in the entering and checking of basic data on IBM computer systems used for monthly payments to pensioners.
3. Prepare individual files on pensioners when entitlement to pension rights begins. Make an initial check of data and enter them in the pay system computer file.

4. Produce, using databases, individual questionnaires in both languages with a view to monitoring continuing entitlement to benefits under the Pension Scheme and tax adjustments.

5. Assist in dispatching annual questionnaires and processing replies; issue reminders when questionnaires are not returned.

6. Register amendments on forms on the basis of information obtained by the Section from the questionnaires.

7. May be called upon to carry out miscellaneous secretarial tasks (typing letters, dispatching correspondence); file documents and update pensioners' individual files.

**Principal Qualifications**

1. Good general secondary level of education.

2. Excellent knowledge of the Organisation's office automation systems (word processing, automatic mailing, spreadsheets, databases, links between word processing, spreadsheets and databases).

3. Experience of data entry on IBM mainframe.

4. Good knowledge of the rules and administrative procedures of the Computation Unit, or ability to acquire this. Knowledge of the Pension Scheme would be a significant advantage.

5. Ability to work in a team and under pressure, and to communicate clearly. Order, method and accuracy are essential.

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

N.B. The successful candidate will be required to have passed the Organisation's language test in one of the two official languages.

A written examination may be required to determine a candidate's eligibility for inclusion on the short-list.

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.
GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be between the ages of 21 and 55 years (for certain posts, the age limit may be exceptionally lowered or raised).

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: Unless otherwise mentioned in the Vacancy Notice, in the case of an established official being chosen for the post, an appointment of indefinite duration may be offered, and in all other cases, a fixed-term appointment will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Those who are not to be interviewed will be so informed. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should do so on an application form obtainable from the Human Resource Management Division. Applications should be sent to this Division, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

June 1995