OFFICE CIRCULAR

SUBJECT: COMMUNICATIONS NETWORK ANALYST (GRADE B5) COMPUTER OPERATIONS DIVISION, DIRECTORATE FOR COMPUTERS AND COMMUNICATIONS

Closing date for applications: 22nd October 1991.

Duties:

Under the supervision of the Head of the Network and Communications Production Section.

1. Assist in the selection of communications and network equipment such as concentrators, routers and gateways required to implement data networks. Keep abreast of technological developments and assist in the development of communications strategies for the OECD. Analyse development plans and installed configurations and assist in optimising network communications facilities.
2. Configure, install and test communications and network equipment. Keep up-to-date related technical documentation.

3. Select and test network monitoring systems; carry out the installations and tests, adapting them to the OECD environment.

4. Control performance of the communications network, anticipate possible problems and implement necessary corrective action in conjunction with other specialists in Computer Operations Division and User Services Division.

5. Liaise with the Workstation Group and the Help Desk to solve user problems.

6. Assist in the quality control of data communications equipment (e.g. data switching system and X.25 network) to ensure the necessary standard of performance.

7. Carry out other related duties as required.

Principal qualifications:

1. Good general level of secondary and preferably post secondary education including a good knowledge of electronics, communications and data processing.

2. Good experience in designing, installing and monitoring data networks, in particular high-speed local area networks.

3. Experience in installing and managing Ethernet concentrators, bridges and routers.

4. Ability to work with computer users, understand and react to their communications requirements.

5. Ability to take initiative and to work in a team.

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