OFFICE CIRCULAR

SUBJECT: STATISTICAL ASSISTANT (GRADE B4) IN THE DIRECTORATE FOR SCIENCE, TECHNOLOGY AND INDUSTRY

Closing date for applications: 24 October 1991.

Duties:
- In the Scientific, Technological and Industrial Indicators Division, under the supervision of one or more administrators:
  1. Assist in the management of the data bases of scientific, technological and industrial indicators by:
     - updating the data base from national responses to statistical questionnaires and from printed and machine-readable sources, running routine checks for quality-control and internal consistency, running programs to process the data;
     - using standard software to produce master files for data diffusion in printed and computer-readable (magnetic tape, diskette) forms or as documents or computer listings;
• -- improving the quality of the data for publication and analytical purposes by resolving anomalies and contributing to the maintenance of sources and methods files.

2. Assist with the preparation of analytical reports, documents and publications prepared in the context of the programmes of work of the Industry Committee, the Committee for Scientific and Technological Policy and the Committee for Information, Computer and Communications Policy by:

• -- extracting, in suitable form, the relevant data from OECD files and other sources;

• -- using standard software to assist administrators performing the analysis of the data.

3. Participate in the development of new scientific, technological and industrial indicators emerging from the Technology-Economy Programme, notably in the following areas: industrial competitiveness, technological innovation, high-technology trade, intangible investment and structural adjustment.

4. Contribute to the implementation of the IT plan for the Directorate, particularly concerning the computerisation of working methods, notably the production of publications and the on-line collection and dissemination of data.

Principal Qualifications:

1. Good level of secondary education, particularly in the fields of mathematics, economics and applied statistics.

2. Experience in the use of computers for managing and processing statistical data and ability to perform statistical calculations quickly and accurately. Experience with the standard data base and statistical software currently used in the OECD would be an advantage.
3. Ability to assimilate quickly the terminology and definitions used and the corresponding statistical sources. Experience in industrial or scientific and technological statistics or related fields would be an advantage.

4. Initiative and aptitude for work from general instructions. Ability to work in a team, to adapt quickly to new tasks, to communicate well on technical matters and to draft routine notes clearly.

5. Very good knowledge of one official language of the Organisation and good knowledge of the other. Knowledge of other languages would be an advantage.

N.B. The successful applicant will be required to have passed the OECD test for statistical assistants.