PROGRAMMER/ANALYST
B5
INFORMATION TECHNOLOGY AND NETWORK SERVICES
EXD/HRM/VAC(2000)065

The OECD is looking for a Programmer/Analyst who, under the supervision of the Head of the Web Development Unit, will develop, maintain and support web applications in the OECD Internet, Intranet and Extranet environments.

The job...

1. To meet Directorates’ business needs, develop, test and implement Web applications within the OECD’s Web environment - Microsoft Internet Information Server and SQL Server, and Lotus Notes/Domino. Prepare related technical and user documentation.

2. Provide business analysis assistance for Directorates, and carry out related systems analysis for potential Web-based applications, including review of data structures, data entry/output flows, control processes, data formats, and screen layouts. Prepare programming specifications.

3. Maintain and support existing Web applications and system infrastructure.

4. Evaluate, recommend and implement commercial application software packages, where cost-effective. Adapt them to OECD’s specific requirements; implement new releases and additional features, as required.

5. Prepare and maintain end-user and support documentation. Train users and ITN support staff and assist them in the appropriate use of their applications. Follow-up on problems encountered, in liaison with other ITN staff and software suppliers. In this regard, review and revise support procedures as required.

6. Perform other related tasks as necessary.
The person we are looking for should have...

1. A post secondary education, preferably a university degree in computer science or a related field.

2. Extensive experience in programming and maintenance of Web applications and Internet sites, demonstrated through several years’ experience in Web standards and Information Systems based on Internet technologies. Extensive knowledge of modern programming languages, application development tools, and project development methodologies. Good knowledge of other computing and communications technologies, including database systems, workflow technologies, network computing, and client/server architecture. Proven ability to rapidly master new computer and communications technologies.

3. Very good knowledge of the following programming languages and tools: Lotus Notes, LotusScript, Verity, Webtrends, Java, and PERL. Knowledge of Microsoft Internet Information Server, SQL Server, ASP, VB Script and Visual Basic would be a definite advantage.

4. Good analytical skills; ability to develop and maintain good working relations with users of web applications, in a multi-cultural environment; to correctly understand and formulate their requirements; and to develop appropriate system specifications.

5. Good communication and drafting skills. Capacity to work in a multicultural team environment, take initiative, work under pressure, and adapt to evolving responsibilities. Ability to interact efficiently with other information processing specialists, both internal and external. Ability to work well on several projects at the same time, with minimal supervision.

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

N.B. The appointment may initially be made 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.