PROGRAMMER/ANALYST
Grade B5
Systems Development and Support, Information Technology and Network Services
EXD/HRM/VAC(2001)022

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a Programmer/Analyst to participate in computer application development and testing, evaluate commercial application software and, where appropriate, tailor it to OECD needs, and provide user support and documentation. This person will work under the supervision of a Systems Development and Support Team Leader in Information Technology and Network Services.

The job...

1. Design, write and test computer programs for the information management needs of the Organisation, in the areas of administrative, statistical and/or analytical work. In liaison with client and user Directorates, define application architectures, database structures, user interface layouts, workflows, control processes and interfaces with other applications. Participate in migration of existing applications to new platforms, parallel processing and post-implementation reviews.

2. 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.

3. Develop and document procedures and tools to enable client and user Directorates to efficiently manage the system production. Establish and periodically review procedures to ensure the availability, optimal functioning, integrity and security of application and related system software. Prepare and maintain corresponding documentation of operating procedures, data and work flows, user processes and system controls.

4. Prepare and maintain end-user documentation, on-line help, promotion and training material. Train clients and users and assist them in the appropriate use of their applications. Follow-up on problems encountered, in liaison with other ITN staff and software suppliers.

5. Carry out other related duties as needed.

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The person we are looking for should have...

1. A university degree, preferably in computer science or a related field, or equivalent experience.

2. Very good programming skills demonstrated through several years’ experience. Very good knowledge of modern programming languages (particularly Microsoft development technologies), application development, and systems design and development methodologies. Good knowledge of other computing and communications technologies, including database systems, workflow technologies, Internet/Intranet technologies, and client/server architecture. Proven ability to rapidly master new computer and communications technologies.

3. Good analytical skills; sound knowledge of administrative and financial information flows. Ability to develop and maintain good working relations with users of information management systems, in a multicultural environment; to correctly understand and formulate their requirements; and to develop appropriate system specifications.

4. Excellent communication and drafting skills. Capacity to work in a 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.

5. Very good knowledge of one of the two official languages of the Organisation (English and French), and good 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.

We are an equal opportunity employer and encourage applications from female candidates.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2001)022 and be sent via our on-line application form on www.oecd.org/hrm by 29 March 2001.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org