The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a Programmer/Analyst to develop, implement and support OECD office systems (MS Office, Outlook client, FAX, desktop and remotely connected clients) and related applications. S/he will also assist in the analysis, development, ongoing evolution and support of Information Management Systems, the determination and resolution of problems, and the evaluation and development of related software products. This person will work under the supervision of the Information Management Systems Team Leader in Client Support Services within Information Technology and Network Services (ITN).

The job...

1. Take responsibility, with the co-operation of the other team members, for the design, programming and support of Outlook applications. Develop for Exchange server agent scripts to work with Public Folders, calendars, contacts and other objects within Exchange and Outlook. Write programmes for contact and calendaring functions and/or utilities. Prepare system and user documentation.

2. Assist with the definition of needs for new or improved information management systems in client areas. Draw up development plans together with clients, design and implement business solutions. Analyse business processes and recommend best practices to clients.

3. Plan and implement upgrades, improvements and new features to OECD office systems, including the preparation of user documentation. Evaluate third-party products and develop, test and install specific OECD enhancements to office systems in co-ordination with client areas. Keep abreast of developments in the office systems market.

4. Provide second level support for OECD office systems and maintain contacts with user representatives and other ITN support areas.

5. Work in conjunction with other ITN Divisions to ensure that all necessary hardware, software, backups and other OECD office systems related facilities are functioning properly. Provide management statistics on office systems.

6. Perform other related duties as required.

Only candidates selected for interview will be contacted.

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

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

The person we are looking for should have...

1. Post-secondary education with specialisation in computer science or related disciplines.

2. Extensive knowledge of office systems, including electronic messaging and standards, desktop and network computing and related operating systems and applications software. Working experience and technical knowledge of MS Exchange, MS Office, Fax Sr., McAfee VirusScan and Windows NT Workstations would be a distinct advantage.

3. Programming experience with one or more of the following languages and tools would be an advantage: CDO, Visual Basic, ASP, SQL.

4. Ability to take responsibility, show initiative and work with minimal supervision. Ability to work well in a multicultural team or individually as required.

5. Flexibility, good judgement, tact, and respect for standard operational procedures, even whilst working under pressure.

6. Good interpersonal skills, ability to draft recommendations and documentation.

7. Demonstrated ability to communicate clearly with clients on technical matters. Ability to liaise efficiently with clients, understand their specific needs and problems, and translate them into appropriate solutions.

8. Very good knowledge of one of the 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.