The Inter-Organisations Study Section on Salaries and Prices (IOS), administratively attached to the OECD, is looking for a Technical Assistant to deal with questions concerning remuneration of staff in the Co-ordinated Organisations (OECD, NATO, European Space Agency, Western European Union, the Council of Europe and the European Centre for Medium-Range Weather Forecasts). S/he will be required to carry out statistical and data processing work and will work for the Head of the Calculations Unit and closely with the IOS’ other professional staff.

The job...

1. Establish, develop and maintain computer programmes using a variety of software as needed for statistical work.

2. Gather information and data for the purpose of compiling specific databases, check data for accuracy and ensure they are adjusted so as to be comparable, assist with calculation work.

3. Prepare figures and tables for insertion in documents and publications; participate in formatting documents.

4. Assist with a range of studies in the remuneration field (salaries, prices, family budgets, parities, taxation, etc.) and any other studies the IOS conducts on the salary system of the Co-ordinated Organisations, national civil services (NCS) and other sectors.

5. Take part, as necessary, in technical work conducted in accordance with the salary adjustment method.


7. Assist the IOS’ professional staff with their projects as needed.

8. Provide basic computer support to the members of the IOS.

9. Participate in other ad hoc tasks as necessary.
The person we are looking for should have...

1. Post-secondary education with a good knowledge of mathematics, computer science, statistics, economics and national accounts.

2. Sound knowledge of the OECD computer and statistical tools (Word, Excel, Access, Power Point, etc.) and their programming languages (Visual Basic, etc.). Web design experience would be an advantage.

3. Very good organisational skills and the ability to work efficiently on the basis of general instructions and to meet strict deadlines.

4. Initiative and ability to work on several projects at the same time. Ability to adapt to new statistical and computing techniques.

5. Very good written and spoken command of one of the two official languages of the Organisation (English and French) and good knowledge of the other. A knowledge of other Member country languages would be an advantage.

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)099 and be sent via our on-line application form on www.oecd.org/hrm by 13 December 2001.

Only candidates selected for interview will be contacted.

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