HEAD OF THE COMPUTER SYSTEM UNIT
Grade B5
Safety and Assistance Service,
Conference and Safety Division,
Executive Directorate

POSSIBLE VACANCY

The OECD is an international organisation based in Paris, with some 2 000 staff. We are looking for a Head of the Computer Systems Unit to manage a team of two technicians and monitor all the Service’s computer applications and projects. This person will report to the Head of the Safety and Assistance Service in the Conference and Safety Division in the Executive Directorate.

Note: The nature of the functions involved means that the post-holder may be called upon to work outside normal office hours and if necessary on weekends and holidays.

The job...

Propose each year a strategy for developing current applications as well as an overall technical programme taking account of hardware and software developments and integrating forthcoming projects. These proposals will set the objectives of the Unit for the current and following years. S/he will also perform the following duties:

1. Manage all the Service’s computer applications:
   • Identify changes in software and hardware and ensure that applications are upgraded.
   • Maintain permanent contacts with users to determine their needs and implement the changes required.
   • Examine and propose improvements to existing systems.
   • Ensure the integrity of systems and data by establishing a back-up procedure.
   • Define users’ access rights and administer databases.

2. Manage new projects:
   • Identify users’ needs and define specifications in conjunction with them, evaluate costs and make proposals to introduce new applications to enhance the Service’s productivity and the quality and reliability of the overall architecture.
   • Submit new personal data files creation to the Commission on Computerised Information and Privacy.
   • Report to the Head of the Service on demonstrations of new hardware and developments at trade shows.
3. Manage the staff of the Unit:
   • Define the Unit’s objectives.
   • Schedule and allocate work to the staff of the Unit.
   • Supervise their performance and propose training as appropriate.
   • In close co-operation with the Division’s Administrative Officer, prepare proposals for recruitment to the Unit and submit them to the Head of Service.

4. Manage the budget of the Computer Systems Unit (orders, maintenance contracts, project costs).

5. Act as ‘Correspondant Informatique’ for EXD/CSD Division and maintain contact with Information Technology and Network Services on compatibility and approval of hardware and software.

6. Perform other related duties allocated by the Head of Service.

The person we are looking for should have…

1. A university-level education together with an IT specialisation. Experience in a similar service and familiarity with safety and security systems would be an advantage.

2. Experience in a supervisory role. Ability to motivate a team, plan and co-ordinate work, and maintain harmonious working relations in a multicultural environment.

3. Proven experience of managing computer projects.

4. In-depth experience of Microsoft office systems. Familiarity with operating systems and related applications software (SQL Server, Web, etc.). Familiarity with IP and Ethernet networks.

5. Ability to analyse, programme and implement databases, and to manage projects and the relevant budgets.

6. Ability to work under minimum supervision. Ability to show flexibility, judgement and tact while complying with established operating procedures, even under intense pressure.

7. Very good interpersonal skills. Proven ability to convey technical matters clearly, to liaise effectively with other team members of the Service, to understand individuals’ specific needs and problems and to provide appropriate solutions.

8. Very good knowledge and ability to draft recommendations and technical documentation in one of the two official languages of the Organisation (English and French), and good knowledge of the other.

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)111 and be sent via our on-line application form on www.oecd.org/hrm by 18 January 2002.

Only candidates selected for interview will be contacted.

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

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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.

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