The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a Programmer/Analyst to work, under the supervision of the Head of the Web Development Unit in the Network Information Services of the Information Technology and Network Services within the Executive Directorate (EXD/ITN). This person will participate in system analysis, develop, and maintain applications in the following OECD environments: OLISnet (and other Extranet environments), Internet, and Intranet. S/he will be responsible for providing related specialist support to EXD/ITN staff and clients.

The job...

1. Develop, test and implement computer programs for the different OECD Web environments based on Microsoft Internet Information Server, Lotus Notes/Domino, and SQL Server. Programming languages currently used include VB Script, LotusScript, PERL, Visual Basic, and JAVA. Prepare and review relevant technical documentation.

2. In liaison with Secretariat staff, carry out system level analysis of client requirements, including data structures, data entry/output flows, control processes, data formats, and screen layouts. Prepare relevant analysis reports.

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

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

5. Prepare and maintain client and support documentation. Train clients and EXD/ITN support staff and assist them in the appropriate use of their applications. Follow-up and resolve problems in liaison with other ITN staff and software suppliers. Review and revise support and operational procedures as required.

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

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

2. At least two years’ experience in programming and maintenance of Web technology applications and Internet sites with sound knowledge of programming languages, application development tools, and project development methodologies. Good knowledge of other computing and communications technologies. Proven ability to rapidly master new computer and communications technologies.

3. Demonstrated ability to work in/with at least 5 of the following programming languages/tools: SQL Server, ASP, Vignette, Lotus Domino, LotusScript, Java, Microsoft Internet Information Server, Verity, Webtrends, VB Script and Visual Basic.

4. Good analytical skills and ability to conceptualise database structures; ability to develop and maintain good working relations with clients, in a multicultural 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 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.

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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(2002)005 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 28 February 2002.

*Only candidates selected for interview will be contacted.*

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