The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a Statistical Assistant to update and maintain databases and provide and present statistical reports for the Export Credits Division in the Trade Directorate. S/he will work under the overall supervision of the Head of Division, and the general supervision of the Principal Technical Assistant.

The job...

1. Update the Export Credits databases on Notifications, inter alia Form 1Cs under the OECD Creditor Reporting System (CRS) and common lines with data sent in by Member countries. Check the data for consistency; contribute to the development and standardisation of the procedures for receiving and automatic checking of the data, as well as modification of these procedures when there is a change in definitions. Make suggestions to simplify the Notification procedures. Maintain close links with data suppliers to resolve technical problems of data transmission, format and data quality problems. Maintain other related export credits databases.

2. Finalise and maintain the Internet site of the Export Credits Division.

3. Assist with the development of the electronic library databases for export credits.

4. Make statistical calculations and prepare independently, tables and graphs from the databases, for inclusion in documents on a routine and on an ad hoc basis. Present orally these documents.

5. Develop computer programs for processing statistical data, using a variety of software, in close co-operation with the Principal Technical Assistant of the Division.

6. Contribute to the identification of new information needs and means to respond to them. Respond to internal and external requests for information. Maintain contacts with capitals and work in collaboration with other Directorates maintaining related databases.

7. Perform other related duties as required.
The person we are looking for should have...

1. Good general secondary, and preferably post-secondary education, including good knowledge of computer technology and statistics.


3. Ability to draft notes and documents and to present them orally as appropriate.

4. Understanding of the export credit business, in particular the Arrangement on Guidelines for Officially Supported Export Credits and of the CRS Reporting directives would be an advantage.

5. High degree of accuracy and good organisational skills. Ability to work independently and as part of a multicultural team to short deadlines. Excellent communication and relational skills for developing and maintaining good working relations with colleagues and users in Member countries.

6. 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 successful applicants will be required to have passed the OECD test for Statistical Assistants. Candidates shortlisted for interview will be contacted to arrange for a test to be held.

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(2002)006 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