TECHNICAL ASSISTANT
Grade B5
Calculations Unit,
Inter-Organisations Study Section on Salaries and Prices

EXD/HRM/VAC(2002)061

The job...

1. Establish and develop computer programmes using a variety of software as needed for work on
   remuneration, prices and taxes. Advise IOS professional staff on developing its hardware and
   software capabilities with a view to finding optimal solutions to recurrent and new tasks arising
   from its work for its client organisations.

2. Gather information for existing and new databases, analyse data for accuracy and comparability.

3. After making calculations independently or as part of a team, prepare and verify figures and
   format tables for publications and documents.

4. Be responsible, initially in collaboration with the Head of the Calculations Unit, for a range of
   studies in the remuneration field (e.g. salaries, prices, taxes, family expenditure, purchasing
   power parities).

5. Take a leading role in IOS technical work, notably for calculating salary adjustments.

6. Draft summary papers including presentations.

7. Assist 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. A post-secondary education with a good knowledge of mathematics, computer science, statistics, economics and national accounts.

2. Sound knowledge of the computer tools used at the OECD and their programming languages (Word, Excel, Access, Visual Basic, Power Point, etc.). Web design experience is also required.

3. Very good organisational skills and the ability to work efficiently and independently, 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. A 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(2002)061 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 3rd October 2002.

Only candidates selected for interview will be contacted.

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