ANALYST-PROGRAMMER
Grade B4
Research and Development Section,
Production Unit, Publications Division,
Public Affairs and Communications Directorate

EXD/HRM/VAC(2003)042

The OECD is an international organisation based in Paris with a staff of some 2 000. We are looking for an Analyst-Programmer, whose duties will include analysis, development, user interface and maintenance of the Publications Division's information management applications, encompassing a wide range of areas such as bibliographic and content databases, distribution channels and e-commerce applications, SGML/XML flows and Web services. The person will work under the supervision of the Head of Research and Development and as part of a four-person development team in the Public Affairs and Communications Directorate.

The job...

1. Perform programming tasks for databases, including bibliographic bases, and for various data and meta-data management applications, as specified. Analyse technical and functional specifications, schedule work and monitor its completion.

2. Maintain applications. Address users’ specific requests in accordance with the Section's established procedures.

3. Develop and maintain the Web sites placed under the Directorate's responsibility; including web templates, navigation structures and e-commerce forms and applications.

4. In connection with his or her assigned programs, provide information needed to liaise with Information Technology and Network Services staff, and with other members of the OECD.

5. Prepare documentation on new product developments, and manage versions and the corresponding documentation.

6. Perform other related tasks as required.

The person we are looking for should have...

1. A diploma in computer science.

2. Proven experience in the use of the following programming technologies, tools and languages: SQL Server, IIS, PERL, Java Script, VB Script, ASP, Visual Basic, COM objects and DNA architecture. Proficiency in the HTML and XML standards.

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3. Good knowledge of standard PC software packages.

4. Ability to work with minimal supervision and as part of a multicultural team.

5. Excellent knowledge of one of the two official languages of the Organisation's (English and French), and 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.

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(2003)042 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 12th June 2003.

Only candidates selected for interview will be contacted.

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