OFFICE CIRCULAR

EXECUTIVE ASSISTANT (GRADE A4) TO THE HEAD OF INFORMATION TECHNOLOGY AND NETWORK SERVICES (ITN)

Closing date for applications: 29 May 1997

The OECD is an equal opportunity employer and encourages applications from female candidates

Role

Under the supervision of the Head of Information Technology and Network Services, the main responsibilities of the post-holder will be to carry out a wide range of senior-level advisory tasks on the management of the information and communications systems and to assume the overall management and supervision of the Purchasing and Management Services Unit (PMSU).

Main Duties

1. Advise the Head of Information Technology and Network Services on the Organisation's needs, benefits and constraints relating to the introduction of technological innovation, and on industry trends in information and communications technologies. Maintain an up-to-date agenda of ITN's work programme responsibilities, priorities and developments. Assist the Head of ITN in the assessment of resources and on the policy and procedural issues concerning the implementation of information systems in the Organisation, and recommend action as appropriate.

2. Supervise the purchasing, budgeting and administrative work of the Purchasing and Management Services Unit. Assume temporary supervision of certain phases of key ITN activities which might require close top-level involvement. For instance: final negotiations for major equipment acquisitions or service contracts, start-up of a new information system project, etc.
3. Organise and carry out reviews of computer systems, in close co-operation with staff and management in ITN, major users in substantive Directorates, and key suppliers of computer and communications equipment and services. Prepare analyses and studies of both a financial and a technical nature, in support of management decisions.

4. Ensure that the Head of ITN is fully briefed for meetings with, or presentations to, senior officials of the Organisation, Member country Delegations and National administrations. Organise ITN meetings concerning the planning and co-ordination of work programme activities, internal management and staff issues. Prepare related briefs, propose plans of action and ensure that decisions taken are acted upon. Draft reports and correspondence for the Head of ITN.

5. In close co-operation with Heads of Division in ITN, co-ordinate the planning and preparation of the annual OECD Information Systems Strategies and Plan documents for review by the Board of Directors and the Group of Experts on Information and Communications Technologies.

6. Act as Secretary to, and assist in drafting papers and other briefing material for the Board of Directors, the Group of Experts on OECD Information and Communications Technologies, inter-Directorate Task Forces, and other senior management groups.

**Principal Qualifications**

1. University degree in computer science or equivalent professional experience.

2. Extensive knowledge of information technology, with a minimum of ten years' experience in several areas of the computer and communications industry, preferably at the management level and in an international context.

3. Demonstrated ability to advise on information technology strategies and directions, analyse issues and draft policy papers related to information and communications systems in a multinational environment.

4. Very good interpersonal and communication skills, tact and discretion. Ability to establish and maintain professional contacts with senior officials in user Directorates, Member country Delegations and National administrations, international organisations and IT companies. Ability to work under pressure and in a team environment.

5. Very good drafting skills in both official languages of the Organisation (English and French).

**N.B.** The post may be filled 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.
GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be less than 65 years old at the time of appointment.

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: A fixed-term appointment (usually for two or three years, with the possibility of renewal) will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Those who are not to be interviewed will be so informed. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should do so on an application form obtainable from Human Resource Management. Applications should be sent to this service, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

April 1997