OFFICE CIRCULAR

PRINCIPAL PROGRAMMER/ANALYST (GRADE B5),
INFORMATION SYSTEMS DIVISION, INTERNATIONAL ENERGY AGENCY

Closing date for applications: 10 June 1997

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

Role

Under the direction of the Database Administrator, within the Division, the post-holder will have responsibility for the maintenance and development of a statistical database management system, which underpins the IEA's data collection, analysis and publication activities. The statistical database management system operates in a client server environment.

Main Duties

1. Carry out programming in APL for Windows to maintain the correct operation of client software for the statistical database management system, and enhance the system as necessary in response to user requests.

2. Adapt the client software to the Windows NT platform, incorporating improved server communications procedures.

3. Develop new client software to integrate the database management system with emerging technologies, including Web Browser access.
4. Participate in the design, programming and implementation of an improved client interface emphasising open-systems design.

5. Provide support to the users of the system, including training and documentation.

6. Contribute as required to the other related work of the Division.

**Principal Qualifications**

1. Higher national certificate in a scientific subject, or equivalent, with at least three years' practical experience of programming in APL, preferably for Windows platforms.

2. Excellent knowledge of client server concepts, especially in an open systems environment.

3. Good knowledge of relational database concepts, and SQL.

4. Good oral and written communication skills, with experience of user support.

5. Adaptability and willingness to work as a member of a team on an evolving variety of tasks.

6. Excellent knowledge of one of the official languages of the Organisation (English and French); good knowledge of the other.

**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