OFFICE CIRCULAR

PROGRAMMER/ANALYST (GRADE B5), CLIENT SUPPORT SERVICES, INFORMATION TECHNOLOGY AND NETWORK SERVICES (ITN)

Closing date for applications: 28 October 1997

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

Role

Under the supervision of the Head of the Enterprise Office System (EOS) Unit, the main responsibility of the post-holder will be to assist in the development, ongoing evolution and support of the Enterprise Office System, determination and resolution of problems, and evaluation and development of related software products.

Main Duties

1. Assist the Head of the EOS Unit in planning the work of the Unit.

2. Ensure the smooth running of the EOS and associated satellite facilities. Carry out related monitoring of functions and application maintenance.

3. Assist in planning and implementing upgrades, improvements and new features to the OECD EOS.

4. Evaluate third-party products and develop, test and install specific OECD enhancements to the EOS in co-ordination with the Head of Unit and user areas.
5. Perform secondary support for the EOS and maintain contacts with user representatives and other ITN support areas. Keep abreast of developments in the office systems market.

6. Work in conjunction with other ITN divisions to ensure that all necessary hardware, software, backups and other facilities are functioning properly. Provide management statistics on the new EOS.

7. Perform other related duties as required.

**Principal Qualifications and Core Competences**

1. Secondary or preferably post-secondary education with specialisation in computer science or related disciplines.

2. Extensive knowledge of electronic messaging systems and standards, desktop and network computing, and related operating systems and applications software. A working knowledge of MS Exchange would be a distinct advantage.

3. Ability to work with minimal supervision in a multicultural environment.

4. Flexibility, good judgement, tact, and respect for standard operational procedures, even whilst working under pressure.

5. Good interpersonal skills, ability to draft recommendations and documentation.

6. Demonstrated ability to communicate clearly on technical matters. Ability to liaise efficiently with users, understand their specific needs and problems, and to translate them into appropriate solutions.

7. Very good knowledge of one of the official languages of the Organisation (English and French) and good 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.
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 a post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

April 1997