OFFICE CIRCULAR

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

Closing date for applications: 12 November 1997

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

Role

Under the supervision of the Head of Unit, the main responsibilities of the post holder will be to participate in system analysis, develop and support computer programs for administrative and financial applications, tailor commercial application software to OECD needs, and provide system support to users.

Main Duties

1. Develop, test and implement computer programs for the administrative and financial operations of the Organisation. In liaison with client directorates, define data structures, screen layouts, data formats, data entry/output flows and control processes. Participate in migration of existing applications to new platforms, parallel processing and post-implementation reviews.

2. Evaluate, recommend and implement commercial application software packages, where cost-effective. Adapt them to OECD’s specific requirements; implement new releases and additional features, as required.
3. Develop, implement and document procedures and computer programs for the automated capture of data and the dissemination of information to desktop applications of end-users. Develop and document procedures and tools to enable client directorates to efficiently manage the system production.

4. Establish and periodically review procedures to ensure the availability, optimal functioning, integrity and security of application and related system software. Prepare and maintain corresponding documentation on operating procedures, data flows, user processes and system controls.

5. Prepare and maintain end-user documentation. Train users and assist them in the appropriate use of their applications. Follow-up on problems encountered, in liaison with other ITN staff and software suppliers.

6. Carry out other related duties as required.

**Principal Qualifications and Core Competences**

1. Post-secondary education, with a diploma, preferably in computer science or a related field.

2. Very good programming skills, demonstrated through several years’ experience, preferably in the area of administrative and financial information management systems. Extensive knowledge of modern programming languages, application development tools, and project development methodologies. Good knowledge of other computing and communications technologies, including database systems, workflow technologies, network computing, and client/server architecture. Proven ability to rapidly master new computer and communications technologies.

3. Good analytical skills; sound knowledge of administrative and financial information flows. Ability to develop and maintain good working relations with users of information management systems, in a multicultural environment; to correctly understand and formulate their requirements; and to develop appropriate system specifications.

4. Good communication and drafting skills. Capacity to work in a team environment, take initiative, work under pressure, and adapt to evolving responsibilities. Ability to interact efficiently with other information processing specialists, both internal and external.

5. Very good knowledge of one of the two 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