

Paris, 08-Jul-99

HUMAN RESOURCE MANAGEMENT

OLIS : 08-Jul-1999

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OFFICE CIRCULAR

STATISTICAL ASSISTANT (GRADE B4), EXPORT CREDITS DIVISION, TRADE DIRECTORATE

Closing date for applications: 12 August 1999

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

Role

Under the overall supervision of the Head of the Export Credits Division, and the general supervision of the B5 Principal Technical Assistant, the main duties of the post-holder will be to update and maintain databases and provide statistical reports.

Main Duties

1. Update the Export Credits databases on Notifications, Form 1Cs under the OECD Creditor Reporting System (CRS) and common lines with data sent in by Member countries. Check the data for consistency; contribute to the development and standardisation of the procedures for receiving and automatic checking of the data, as well as modification of these procedures when there is a change in definitions. Make suggestions to simplify the Notification procedures. Maintain close links with data suppliers to resolve technical problems of data transmission, format and data quality problems. Maintain other related export credits databases.
2. Develop and maintain the Internet site of the Export Credits Division.
3. Assist with the development of the electronic library databases for export credits.

4. Make statistical calculations and prepare independently, tables and graphs from the databases, for inclusion in documents on a routine and on an *ad hoc* basis. Prepare related correspondence with national agencies and other international organisations when necessary.
5. Develop computer programmes for processing statistical data, using a variety of software, in close co-operation with the B5 Principal Technical Assistant of the Division.
6. Contribute to the identification of new information needs and means to respond to them. Respond to internal and external requests for information. Maintain contacts with Capitals and work in collaboration with other directorates maintaining related databases.
7. Perform other related duties as required.

Principal Qualifications and Core Competences

1. Good general secondary, and preferably post-secondary education, including good knowledge of computer technology and statistics.
2. Ability to write computer programs in the common language for MS-Office system - Visual Basic for Applications (VBA). Experience using database programming and spreadsheet programs. Knowledge of the HTML Language. Experience with Internet/Intranet and relational databases.
3. Ability to draft notes and basic documentation.
4. Understanding of the Arrangement on Guidelines for Officially Supported Export Credits and of the CRS Reporting directives would be an advantage.
5. High degree of accuracy and good organisational skills. Ability to work independently and as part of a multicultural team to short deadlines. Excellent communication and relational skills for developing and maintaining good working relations with colleagues and users in Member countries.
6. Very good knowledge of one of the two official languages of the Organisation (English and French) and good knowledge of the other.

N.B. Applicants must have been successful in the OECD's test for Statistical Assistants. If you are interested in applying for this post but have not yet passed the test, you may apply to take it by contacting Mme Isabelle Verbois on ext. 83 84. She will arrange to hold the test before the expiry date for the vacancy. Please note that those who have already attempted the current version, unsuccessfully, will be able to take the exam again only when the new version is available.

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 nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply: (applications *must* include the vacancy reference number, nationality, sex, and date of birth)
Choose *one* of the following methods only:

1. Recruitment information and online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. list of publications where appropriate. NB. Copies of diplomas, qualifications etc are *not* required at this stage.

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. Candidates who are not native speakers of either of the two official languages, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

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 the place of work is Paris. 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.