

**ORGANISATION FOR ECONOMIC  
CO-OPERATION AND DEVELOPMENT**

**UNCLASSIFIED**

**Paris, 28-Sep-99**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 28-Sep-1999**

**HRM/VAC(99)59**

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## **OFFICE CIRCULAR**

**ADMINISTRATOR (GRADE A2/A3),  
MACROECONOMIC ANALYSIS AND SYSTEMS MANAGEMENT,  
ECONOMICS DEPARTMENT**

**Closing date for applications: 28 October 1999**

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

### **Role**

Under the supervision of a Head of Division and a Principal Administrator, the main responsibility of the post-holder will be to develop, manage and maintain integrity of the INTERLINK software and database system, which is central to policy analysis and the forecasting work carried out in the Department.

### **Main Duties**

1. Analyse, design and develop the INTERLINK software and database system and associated utilities and interfaces in co-ordination with the INTERLINK model manager and other members of the Department.
2. Manage and monitor use of the INTERLINK system and associated interfaces during the regular Departmental forecasting Round. Provide and manage access to INTERLINK for policy analysis work.

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3. Supervise the work of a research assistant and a computer assistant.
4. Assist and train staff in the use of the INTERLINK system; provide technical documentation and user support.
5. Co-ordinate on a technical level with the OECD's Information Technology and Network Services and other Directorates where necessary.
6. Identify and co-ordinate the development of new software for managing data and carrying out model-related analytical tasks.

**Principal Qualifications and Core Competences**

1. University degree in computing or a related field.
  2. A minimum of three years experience in the use, design and management of large-scale international economic systems for model-based economic forecasting and related policy-analysis work. A knowledge of economics would be an advantage.
  3. Excellent knowledge of procedural and object-oriented programming techniques and languages, in particular FORTRAN, C/C++ and Java. Experience with mixed language programming and building graphical user interfaces. Solid experience and understanding of UNIX programming tools, operating system utilities, administration and configuration. Similar knowledge of Windows NT would be an advantage. Good understanding of the technologies underlying networks and client/server computing.
  4. Sound knowledge of FAME and comparable tools for manipulating and storing time series information. Familiarity with relational data bases would be an advantage.
  5. Ability to supervise a team of assistants; ability to work and communicate effectively with multicultural staff at all levels, both within and outside the Department; demonstrated ability to conceive, plan and carry out long-range work programmes.
  6. Good knowledge of both official languages of the Organisation (English and French) and ability to draft well in one of them.
- 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 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.