

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

UNCLASSIFIED

Paris, 03-11-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 03-Nov-1999

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OFFICE CIRCULAR

APPLICATIONS ANALYST (GRADE A2/A3), INFORMATION MANAGEMENT SYSTEMS, CLIENT SUPPORT SERVICES, INFORMATION TECHNOLOGY AND NETWORK SERVICES

Closing date for applications: 2 December 1999

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

Role

Under the supervision of the Head of Information Management Systems Unit, the post-holder will be responsible for the analysis and development of information and knowledge management applications, and for related activities such as software integration, evaluation and adaptation of software and, preparation of documentation and technical assistance

Main Duties

1. Review needs for new or improved information management systems in client areas and draw up development plans together with clients. Analyse business processes, write functional specifications, define data structures, develop application programs, formats and input/output flows; customise software packages and develop the necessary programs and interfaces; set up prototypes and production versions, carry out program maintenance work and resolve operational issues. Manage project teams in the development and implementation of Information Management Systems as required.

2. Train and assist users of application software and ITN staff concerned; follow up on problems and liaise with software suppliers. Prepare and maintain technical documentation and user manuals. Provide on-going support of standard Office Systems products.
3. Identify and evaluate commercial software packages; prepare and carry out comparative tests of their functions, performance and scope for integration into existing systems at the OECD; draft reports and detailed recommendations on their possible use. Monitor trends in information management systems and new products; promote knowledge of these products both within ITN and across the Organisation as a whole.
4. Carry out other related duties, as required.

Principal Qualifications and Core Competences

1. University degree in computer science or equivalent experience.
2. Very good knowledge of modern information processing technologies. Three to five years' proven experience in analysing and structuring information and relating same to the needs of clients. Understanding of administrative data flows, rules and business processes is desirable.
3. Excellent analytical skills and judgement; ability to identify problems and work independently in a team, taking a supervisory or lead role as necessary; sound organisational skills and sense of initiative. Ability to carry out background research and acquire new technical skills wherever necessary.
4. Good knowledge of standard microcomputer software, workflow technologies and software development tools. In-depth technical knowledge of MS Office with emphasis on MS Outlook and MS Exchange. Good working experience with Web and database technologies and tools, including knowledge of COM Objects, Visual Basic, ASP, ActiveX, Java, and SQL. Knowledge of Lotus Notes/Domino and LotusScript would be an advantage.
5. Proven ability to draft technical reports and documents. Ability to explain, clearly and succinctly (in writing and orally), the purpose and results of the research and development work carried out and to communicate with clients at all levels.
6. Very good knowledge of one of the official languages of the Organisation (English and French) and ability to work efficiently in the other.

N.B. Shortlisted candidates for this position will be required to sit a written exercise.

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 Choose *one* of the following methods only:

1. The 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. Copies of diplomas, qualifications etc are **not** required at this stage.*

What to include Your application must include:

1. the vacancy reference number, nationality, sex, and date of birth
2. a summary indicating why you feel your qualifications and experience correspond to the job requirements. It should address the qualifications and competences outlined in the vacancy notice.

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.