OFFICE CIRCULAR

ANALYST/PROGRAMMER (GRADE A2/A3), SYSTEMS DEVELOPMENT DIVISION, DIRECTORATE FOR COMPUTERS AND COMMUNICATIONS

Closing date for applications: 29 April 1994

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

Duties

Under the supervision of the Head of the Administrative and Financial Systems Unit, the post-holder will be required to:

1. Develop, maintain and support - in liaison with users, systems engineers and operations staff - one or more of the Organisation’s administrative and financial systems (e.g. payroll, personnel, sales of publications, budget and financial accounting, etc.).

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2. Develop and implement, in liaison with operations staff and systems engineers, procedures to ensure the availability, integrity and security of resources used in administrative and financial applications.

3. Participate in the evaluation, selection and implementation of commercially-available administrative and financial systems software. Verify that contracted specifications are met through benchmarking and/or appropriate acceptance tests. Liaise with suppliers' support staff.

4. Participate in the ongoing support of administrative and financial systems. Implement new releases and new features. Organise training and assistance for users, and ensure prompt resolution of problems encountered.

5. Participate in the definition and progressive implementation of open-system technologies for administrative and financial applications.

6. Participate in the drafting of technical proposals and reports, and documents for Committees and other meetings serviced by the Directorate.

**Principal qualifications**

1. University degree in computer science or equivalent professional experience.

2. Very good knowledge of administrative systems development methodology, demonstrated through several years’ experience. Experience with implementing and supporting personnel information management and/or payroll systems. Knowledge of CGI’s SIGAGIP personnel/payroll software and Dun & Bradstreet’s "Expert" line of software would be an advantage.

3. Good knowledge of COBOL, and of IBM VSE/SP and CICS environments. Knowledge of system utilities (e.g. ICCF, Librarian/Vollie, POWER, DYNAM/D, VTAM) would be an advantage. Experience working with UNIX, LANs, and client-server architecture would be an advantage.
4. Proven ability to communicate well with both technical staff and users. Proven ability to draft technical papers and documentation related to information processing systems.

5. Very good knowledge of one of the two official languages of the Organisation (English and French), and good working knowledge of the other.