ADMINISTRATOR (GRADE A2/A3), USER SERVICES 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 Principal Administrator responsible for the Office Automation Unit, the post-holder will be required to:

1. Assist in the identification of user requirements for networked OA facilities in a client-server environment based on the ALL-IN-1 system. Carry out the analysis and design work necessary for the specification of the system requirements and related desktop interfaces.
2. Analyse, in conjunction with other specialists in DCC, the system linkages between the ALL-IN-1 system and the networked OA facilities, implementing any required changes, to ensure a high level of integration between the two environments.

3. Participate in the subsequent system programming, testing and eventual implementation of the networked OA facilities. Assist with the development of a plan for the release of these facilities across the Organisation.

4. Prepare technical documentation for the networked OA facilities and assist in the specification of user documentation and related training course material. Provide associated training for support staff on the DCC Help Desk.

5. Carry out second-level problem diagnosis and user support for the networked and central OA facilities. Identify and implement the required solutions.

**Principal qualifications**

1. University degree in computer science or in a related discipline.

2. At least five years experience with office automation system management and related application development. Extensive experience of information technology generally, with particular knowledge of ALL-IN-1 and VAX/VMS as well as network computing in a Windows-based, client-server environment.

3. Extensive programming experience using languages such as PASCAL, C, C++, and VISUAL BASIC. Proven ability to develop and customise OA application software.

4. Ability to establish good working relations with users of information systems. Good organisational and co-ordination skills. Ability to take initiative, and to work independently with minimal supervision in a team of computer specialists.

5. Good written and oral communications skills.

6. Very good knowledge of one of the official languages of the Organisation (English or French) and ability to work in the other.