OFFICE CIRCULAR

STATISTICAL ASSISTANT/PROGRAMMER-ANALYST (GRADE B5) IN THE INTER-ORGANISATIONS STUDY SECTION ON SALARIES AND PRICES OF THE CO-ORDINATED ORGANISATIONS

Closing date for applications: 9 February 1994

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

In the case of an internal candidate from one of the Co-ordinated Organisations, the appointment offered may be for an indefinite duration. In the case of an external candidate, a fixed-term appointment will be offered. The duty station will be Paris, but some travel should be expected.

This vacancy notice is also published in "Future vacant posts" [AGP/HR/ADV(94)1], with the reference ADV(94)307.
Duties

- Under the supervision of the Administrator responsible for taxation and prices and of the Head of the Calculation Unit, the post-holder will:

Pensions taxation:

1. Examine the information obtained from the appropriate taxation departments of the Member countries - legislation implementation rules, tax scales - required for calculating the "tables of equivalence" by means of which retirement pensions are adjusted in accordance with the rules in force in the Co-ordinated Organisations and for the establishment of salary scales in the Co-ordinated Organisations.

2. Check that these figures are valid and operational; compare them with the Section’s own documentation; draw up formulae for calculating the taxation and tax adjustment of pensions and application programs for the Inter-Organisations Study Section’s computer.

3. Produce the "tables of equivalence" for each of the countries of pension holders, using the various parameters concerned; check them using sampling methods and, as required, contact national authorities to obtain approval.

4. Establish the formulae and programs required for determining the internal tax on gross salaries of different international organisations on the basis of the taxation scales of several Member countries.

5. Keep informed on questions relating to personal income taxation (salaries and pensions) in different Member countries; establish documentation and analytical filing.

Prices:

6. Participate in price and household budget surveys in the different countries in co-operation with national statistical experts and other international organisations; help in the processing of survey data.

7. Adjust programs for calculating price indices and economic parities and establish those for producing data from family budget surveys; ensure that the results are valid.
General:

8. Draft brief notes, letters and memoranda for internal and external destinations (national authorities and administrative services of the Co-ordinated Organisations).

9. Assist, as required, the administrator during certain internal or external meetings, in particular with taxation experts or statisticians from other international organisations and national departments.

10. Deputise for the Head of the Calculation Unit in case of absence.

11. Produce new studies using Quattro Pro and Paradox software.

(Principal qualifications)

1. Secondary education to baccalaureat or equivalent level or, preferably, post-secondary education.

2. Advanced training in statistics and programming acquired through further study or equivalent experience. Basic knowledge of Quattro Pro, Paradox and Word Perfect software.

3. Good knowledge of methodology relating to sample surveys and the establishment of price indices and purchasing power parities.

4. Sound experience relating to personal income taxation in different Member countries.

5. Order and method; analytical ability and ability to conduct research; ability to work independently towards completion of projects; personal aptitude to represent the section effectively at meetings with national officials.

6. Ability to work in a team, and willingness to travel for periods of up to three weeks at a time.

7. Very good knowledge of English or French and good knowledge of the other language.

N.B. The successful applicant will be required to have passed the OECD test for statistical assistants.

• The post may exceptionally be filled at the level immediately below, initially, if a more junior level candidate with strong potential is selected.