OFFICE CIRCULAR

STATISTICAL ASSISTANT (GRADE B4) IN THE INTER-ORGANISATIONS STUDY SECTION ON SALARIES AND PRICES, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications : 14 June 1994

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

This vacancy notice is also published in "Future vacant posts" [AGP/HR/ADV(94)19], with the reference ADV(94)417.

Duties

Under the supervision of the Head of the Calculation Unit, the post-holder will be required to:

1. Examine, analyse and check data collected for the work of the Section in various fields such as prices, indices, salaries, family budgets, pensions.

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2. Calculate or participate in the calculations of specific price indices, parities, gross and net remuneration by grade.

3. Participate in the installation and follow-up of computer databases.

4. Help those responsible for the taxation of pensions in the elaboration, checking and preparation of "tables of equivalence" in order to determine the pensions adjustment for retired staff.

5. Carry out specific ad hoc tasks at the request of the Head of the Calculation Unit or Administrators (tables, graphs, documentary research).

6. Conduct new studies using the Section’s software programs (Quattro pro, Paradox, etc.).

7. Carry out short missions in the framework of the above work, as required.

**Principal qualifications**

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

2. Training in statistics and programming acquired through further study or equivalent experience. Knowledge of Quattro Pro, Paradox and Word Perfect software is preferred and solid experience in one or more of them would be an advantage.

3. Order and method; ability to conduct research and analyses; ability to work independently towards the completion of projects.

4. Ability to work in a team.

5. Experience in working on a computer network.

6. 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.