OFFICE CIRCULAR

ASSISTANT II (GRADE B3), COMPUTATION UNIT NO1, JOINT PENSIONS ADMINISTRATIVE SECTION OF THE CO-ORDINATED ORGANISATIONS, DIRECTORATE FOR GENERAL ADMINISTRATION AND PERSONNEL

Closing date for applications: 20 December 1994

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

Duties

Under the supervision of the Head of the Computation Unit or of the Head of Section, the post-holder will be required to:

1. Open a personal file on pensioners once they become claimants. Check all data and input them into the payroll system.

2. Draft personal questionnaires in French and English to verify continuing entitlement to benefits under the Pension Scheme and, where applicable, to a tax adjustment, using the computerised pensioners data file.
3. Send questionnaires once a year to pensioners to verify continuing entitlement to Pension Scheme benefits and to allowances, and the filing of the necessary tax return, following these up with a reminder if no reply is received; contact pensioners directly in writing or by telephone for clarification where necessary.

4. Inform the Organisations of any changes called for by the information received by the Section.

5. Produce and submit to the Head of Section, or Deputy Heads of Section, draft letters covering any of the areas of activity delegated to the Section by the Organisations.

6. Input basic data to the IBM computerised payroll system used to calculate monthly pension payments and check that it is accurate.

7. Participate in the creation and maintenance of statistical databases on a microcomputer using KMAN, LOTUS and EXCEL database tools, and manage the corresponding files. Applicants must be familiar with the following word-processing packages: WPS+, WORDPERFECT for WINDOWS and WORD6 for WINDOWS.

8. Carry out various secretarial tasks such as typing and sending correspondence, filing documents and keeping pensioners’ personal files up to date.

Principal qualifications

1. Good general secondary education, good knowledge of office automation (word-processing, spreadsheets, computer systems applications).

2. Experience of social security matters would be an advantage; ability to become thoroughly conversant with the regulations and administrative procedures of the Organisations, particularly conditions governing entitlement to allowances.

3. Ability to work as part of a team and under pressure; ability to communicate with people of all levels and of all nationalities. Good organisational skills and a methodical approach to the work are essential.
4. Excellent knowledge of one of the two official languages of the Organisation (English and French); working knowledge of the other.

N.B. The successful applicant will be required to have passed the language test in one of the two official languages of the Organisation (English and French).

The post may be filled 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.