

Directorate for General
Administration and Personnel

... AGP/P/VAC(90)53

Personnel Division...
Information : Office 319...
• ext. 76.10
• Telefax n° 45 24 79 11

OFFICE CIRCULAR

Subject:

Statistical Assistant (Grade B4) for Social Affairs and Industrial Relations
Division, Directorate for Social Affairs, Manpower and Education

Closing date for applications: The closing date for applications is 2 weeks
after the publication date.

Duties:

- Under the general supervision of an Administrator:
 - 1.• To participate in data collection and development work in the
Division concerned in such areas as:
 - - Population and Labour Force
 - - Employment and Unemployment
 - - Social programmes such as Health, Pensions and
Unemployment compensations
 - 2.• To assist in the compilation and up-dating of statistical
information, involving:
 - - extraction of statistical data relating to the above fields from
questionnaire replies, OECD country studies, national
statistics, etc;
 - - preparation at regular intervals of comprehensive statistical
surveys and diagnosis of the situation in Member countries;
 - - liaison as appropriate with other sections of the OECD concerned
with the organisation of basic data series;
 - - the storage of data in the OECD computer system, and on
micro-computer, following methods devised by the Directorate in
collaboration with the Directorate for Computers and
Communications;
 - - the execution of various types of statistical operations using
the data analysis packages available in the OECD computer
systems;
 - - development of statistical data in response to the analytical
needs of Administrators within the Directorate.

Principal qualifications:

- 1.• Good secondary level of education, preferably with emphasis in
quantitative fields (mathematics, statistics, computer
programming) and/or economics.
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- 2.• Knowledge of and experience with computers and data processing.
Knowledge of the OECD computing system would be an advantage.
- 3.• Experience in extraction, organisation and presentation of labour
force and social statistics would be an advantage.

- 4. • Ability to work well in a team and to adapt to new tasks.
- 5. • Very good knowledge of one of the official languages of the Organisation (English or French) and ability to work in the other. Knowledge of the languages of some other OECD Member countries would be a significant advantage.

END-OF-TEXT