

ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT

GENERAL DISTRIBUTION

DIRECTORATE FOR GENERAL
ADMINISTRATION AND PERSONNEL•

Paris: >
OLIS: 14-12-1990

PERSONNEL DIVISION
Information: Office 319
Poste 92 70
Telefax: 45 24 79 11

AGP/P/VAC(90)65

Already published under
Reference ADV(90)469

OFFICE CIRCULAR

SUBJECT: STATISTICAL ASSISTANT (GRADE B4) IN THE ECONOMIC STATISTICS AND
NATIONAL ACCOUNTS DIVISION, ECONOMICS AND STATISTICS DEPARTMENT

Closing date for applications: The closing date for applications is
six weeks after the date of publication

Duties:

In accordance with the general instructions applying in the Division,
and under the direct supervision of an Administrator or Principal Administrator
in charge of the work of one of the statistical units, the post-holder will:

1. Assist in the management of a computerised file of economic statistics.
This involves updating series from printed or machine-readable sources
or by directly accessing data bases in Member countries, maintaining the
consistency of series when they are rebased or definitions are modified
and researching new series to expand the coverage of the file.

>

2. Verify the accuracy and coherence of the data supplied by Member countries. When erroneous data cannot be corrected from information available within the Secretariat, the Assistant informs the immediate supervisor of the nature of the difficulty and suggests how the problem can be solved.
3. Operate the software needed to convert input series into output series. These may include computer programs for seasonal adjustment, rebasing, reweighting and linking series, calculation of zone totals, index calculations, and other analytic calculations. This involves manipulation of RAL, MEI and OSIRIS software as well as micro-computer languages.
4. Maintain records of the sources of the series on file and of the methods by which input series are modified, transformed or otherwise adjusted to produce output series. Some or all of these records may be maintained on the computer files.
5. Participate in the dissemination of data in printed publications, micro-fiches, magnetic tapes, diskettes and computer listings. This involves the modification of standard programmes to produce master files for data dissemination in machine-readable form, on listings, or through photocomposition.
6. Carry out ad hoc tasks as required, such as updating explanatory notes in printed publications to reflect changes in the methodology or coverage of series, drafting correspondence to statistical offices, preparing diskettes, for sale, of data requested by users outside the OECD, etc.

Principal qualifications:

1. Good secondary education and good knowledge of mathematics and applied statistics.
2. Experience in macroeconomic statistics including statistical sources.
3. Experience with computerised data banks and knowledge of data management systems such as RAL, OSIRIS and MEI.
4. Ability to draft explanatory notes and correspondence on statistical matters.

.....

AGP/P/VAC(90)65

5. Very good knowledge of one of the two official languages of the Organisation (English and French) and good knowledge of the other.

NB. The successful applicant will have passed the OECD test for statistical assistants.