

**ORGANISATION FOR ECONOMIC  
CO-OPERATION AND DEVELOPMENT**

**UNCLASSIFIED**

**Paris, 17-Feb-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 17-Feb-1998**

**HRM/VAC(98)12**

**Information : Office FRAN EXT 1614**

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## **OFFICE CIRCULAR**

### **TWO POSTS OF STATISTICAL ASSISTANT (GRADE B4) ECONOMIC ANALYSIS AND STATISTICS DIVISION DIRECTORATE FOR SCIENCE, TECHNOLOGY AND INDUSTRY**

**Closing date for applications: 17 March 1998**

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

#### **Role**

Under the supervision of one or more administrators in the Science, Technology, Globalisation section, the main responsibilities of the post-holders will be to collect, check, compile, evaluate and disseminate statistical data relating to science and technology.

#### **Main Duties**

1. Assist in the management of science and technology statistics databases and, in particular, update the information held in these bases on the basis of data received on electronic media, as printed documents or directly downloaded from other OECD databases. One of the posts will be more concerned with processing information for the OECD international survey of R&D (and management of the relevant database), while the other will primarily concentrate on the calculation of S&T indicators (and management of the relevant database) on the basis of data downloaded from other OECD databases.

2. Check the accuracy, as well as the alphabetical and numerical references, of data collected; apply checking procedures to verify the internal consistency of data and, in the event of discrepancies, take the necessary steps (including the drafting of correspondence) to correct errors and ensure that data are reliable.
3. Write and maintain the computer programs and routines needed to carry out the above-mentioned operations as well as to link data series, calculate indicators and carry out other analytical computations. Draft technical notes relating to the databases.
4. Create and update detailed files on the sources and definitions of data input to databases, as well as the methods used to adjust raw series and calculate indicators. These archives may be wholly or partly maintained on computer.
5. Assist in the dissemination of S&T statistical data through publications, diskettes and on-line Intranet/Internet services; create file versions of tables and texts required for inclusion in publications.
6. Prepare tables and graphs for inclusion in analytical reports, documents and publications produced by the Division and the Directorate. Search for and download data in response to internal or external requests for information.

### **Principal Qualifications and Core Competences**

1. Good general education, preferably to post-secondary level, and good knowledge of applied statistics and economics and of information technology.
  2. Experience with database management software and with programming languages and software for microcomputers and, if possible, servers. Familiarity with software used by OECD would be an advantage.
  3. Ability to assimilate rapidly the terms and definitions used as well as the corresponding statistical sources. Experience with statistics relating to science and industry, or other related areas, would be an advantage.
  4. Ability to draft technical notes, program documentation and correspondence relating to routine statistical matters.
  5. Good communication and interpersonal skills; good team worker. Ability to work in a multicultural environment under minimal supervision. Ability to adapt rapidly to new tasks.
  6. Very good knowledge of one of the two official languages of the Organisation (English, French) and good knowledge of the other. Knowledge of other languages would be an advantage.
- N.B. The successful applicants will be required to have passed the OECD's test for Statistical Assistants. Candidates shortlisted for interview will be contacted to arrange for a test to be held.

The appointments may initially be made at the level immediately below if the qualifications and professional experience of the selected applicants correspond to that level; in this case, the duties and responsibilities assigned to the posts will be adjusted accordingly.

**OECD, Human Resource Management  
2 rue André Pascal, 75775 Paris Cédex 16**

**E-mail: [personnel.contact@oecd.org](mailto:personnel.contact@oecd.org)**

**<http://www.oecd.org/hrm>**

## **GENERAL INFORMATION ON VACANCIES AND APPLICATIONS**

**Who may apply:** Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be less than 65 years old at the time of appointment.

**Closing date:** The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

**Duration of appointment:** A fixed-term appointment (usually for two or three years, with the possibility of renewal) will be offered.

**Grade of appointment:** Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

**Place of work:** Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

**Duties:** The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

**Qualifications:** The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

**Tests:** For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

**Interviews:** The best-qualified candidates will be called for interview. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

**Final selection:** The final selection will be made on the basis of the qualifications, experience and core competences mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

**How to apply:** Those who wish to apply for a post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

November 1997