

Paris, 21-Jul-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 21-Jul-1998

HRM/VAC(98)63

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

ASSISTANT SYSTEM ANALYST (GRADE B4), COMPUTER AND COMMUNICATIONS OPERATIONS, INFORMATION TECHNOLOGY AND NETWORK SERVICES

Closing date for applications: 1 September 1998

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

Role

The posts are located in the Desktop Computing, Telephony and Cabling Unit. The post holder is part of the team responsible for ensuring the reliability, security and good performance of OECD's desktop computing infrastructure, and its optimal integration with the data network and NT server environment. Work objectives are defined in agreement with the Head of Unit (Grade A2/A3).

Main Duties

1. Participate in the definition, configuration, and customisation of OECD's desktop computing infrastructure. Help ensure optimal integration of the desktop infrastructure with the Organisation's data network and NT Server environment. Participate in the definition and implementation of desktop management and security policies.
2. Develop automated procedures for deployment and management of desktop applications software, operating system software, utilities, new releases and service packs. Prepare corresponding technical documentation and operating procedures. Provide specialist systems engineering assistance for resolution of desktop-related problems.

3. Define and carry out desktop hardware and software inter-operability tests. Assist development staff in defining proper hardware configurations; and operating system, network and application software settings. Identify and recommend ways in which the reliability, security and performance of the desktop computing infrastructure can be further enhanced.
4. Contribute to the evolution of the Organisation's desktop infrastructure, especially in the fields of desktop management facilities, multimedia and Computer-Telephony Integration (CTI) applications.
5. Carry out other related duties as required.

Principal Qualifications and Core Competences

1. Good level of secondary, and preferably post-secondary education
 2. Extensive knowledge of the NT Workstation operating system and related utilities, NT administration tools and software deployment mechanisms. Very good knowledge of Ethernet and TCP/IP networking protocols. Familiarity with MS-Office Suite, MS-Exchange, MS-SMS, MS-SQL Server, Seagate WinInstall, McAfee anti-virus suite, and Visual Basic would be a distinct advantage.
 3. Demonstrated commitment to providing reliable, secure and high performance production platforms. Sound judgement, coupled with ability to anticipate the Organisation-wide impact of changes in the desktop computing infrastructure.
 4. Ability to work with minimal supervision, analyse and resolve problems, plan and organise work schedules, take initiatives, and adapt to rapidly evolving technologies. Demonstrated ability to work in a team environment, and to communicate effectively with both technical staff and users. Ability to draft clear recommendations and technical documentation.
 5. Very good knowledge of one of the two official languages of the Organisation (English and French) and ability to work comfortably in the other.
- N.B. The appointment may initially be made 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.

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

E-mail: 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