

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

UNCLASSIFIED

Paris, 03-11-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 03-Nov-1999

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OFFICE CIRCULAR

ASSISTANT PROGRAMMER (GRADE B4), NETWORK INFORMATION SERVICES, INFORMATION TECHNOLOGY AND NETWORK SERVICES

Closing date for applications: 2 December 1999

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

Role

Under the supervision of the Head of the Web Development Unit, the post-holder will participate in the development, maintenance and support of web applications on the OECD Internet, Intranet and Extranet sites.

Main Duties

1. Write computer programmes for the OECD's Web environment based on Microsoft Internet Information Server, Lotus Notes/Domino, and SQL Server. Programming languages currently used include VB Script, LotusScript, PERL, Visual Basic, and JAVA.
2. Maintain and provide support to existing Web applications and system infrastructure.

3. Liaise with OECD staff on Web application related work, including identification of user requirements, preparation of technical specifications and provision of technical support.
4. Perform other related tasks as necessary.

Principal Qualifications and Core Competences

1. Good level of secondary or preferably post secondary education with a specialisation in computer science.
 2. Extensive experience in programming and maintenance of Web applications and Internet sites.
 3. Good knowledge of the following programming languages and tools: Lotus Notes, LotusScript, Verity, Webtrends, Java, and PERL. It would be an advantage to also have knowledge of Microsoft Internet Information Server, SQL Server, ASP, VB Script and Visual Basic.
 4. Knowledge and understanding of Web standards and Information Systems based on Internet technologies.
 5. Ability to work well on several projects at the same time, with minimal supervision, and in a team environment.
 6. Excellent knowledge of one of the two official languages of the Organisation (English and French); good working knowledge of the other.
- N.B. The appointment may initially be made at the level immediately below of 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.

GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply Choose *one* of the following methods only:

1. The online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. *list of publications where appropriate. Copies of diplomas, qualifications etc are **not** required at this stage.*

What to include Your application must include:

1. the vacancy reference number, nationality, sex, and date of birth
2. a summary indicating why you feel your qualifications and experience correspond to the job requirements. It should address the qualifications and competences outlined in the vacancy notice.

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, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

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 the place of work is Paris. 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.