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Directorate for General  
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Personnel Division.....  
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#### OFFICE CIRCULAR

Subject: Vacancy for an Administrator (Grade A2/A3) in the Nuclear  
Safety Division of the Nuclear Energy Agency

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• Closing date for applications: The closing date for  
applications is 6 weeks after the publication date.

#### Duties :

Under the direction of the Head of the Nuclear Safety  
Division, the incumbent will :

1. Provide secretariat services to the Principal Working Group 5 (Risk Assessment), the Working Group on Fuel Cycle Safety, and the Committee on Nuclear Regulatory Activities. This work involves : organising regular meetings of the groups concerned, specialist meetings, conferences and symposia; preparing technical documents, summary records and following up decisions taken during these meetings.
2. Analyse specific topics in the broad area of nuclear safety and regulatory policies and prepare technical papers and policy reports.
3. Based on complex scientific studies, prepare executive summaries and policy reports destined for non-specialists and, in particular, the decision-makers in Member countries.

#### Principal qualifications :

1. University degree in nuclear engineering or nuclear physics, or equivalent relevant professional training.
2. Sound experience (both technical and policy) in nuclear safety technology. Knowledge of nuclear safety problems and policies in Member countries would be an advantage.
3. Knowledge and experience in policy analyses in the field of nuclear safety and, in particular, risk assessment and fuel cycle safety.
4. Ability to prepare executive summaries and reports destined for non-specialists, in particular the decision-makers, based on complex scientific studies.
5. Very good knowledge of one of the two official languages (English and French) and excellent drafting ability in that language; good knowledge of the other.

N.B. Already published under Reference AGP/P/VAC(89)64

