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HUMAN RESOURCE MANAGEMENT

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REPUBLICATION

OFFICE CIRCULAR

**HEAD OF THE RADIATION PROTECTION AND RADIOACTIVE WASTE
MANAGEMENT DIVISION (GRADE A5), NUCLEAR ENERGY AGENCY (NEA)**

Closing date for applications: 10 March 1998

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

Role

Under the general direction of the Deputy Director for Safety and Regulation, the main responsibility of the post-holder will be to direct the work of the Division consistent with the programme established by the Committee on Radiation Protection and Public Health (CRPPH) and the Radioactive Waste Management Committee (RWMC), under the general guidance of the Steering Committee for Nuclear Energy and the NEA management.

Main Duties

1. Define and ensure the implementation of the programme of work of the Agency in the field of radiation protection and waste management. This includes responsibility for the technical secretariat of two major committees of the Agency, a number of permanent sub-groups, ad hoc groups and the assistance to separately financed projects sponsored or set up by the Division.
2. Co-ordinate this programme with other activities of the Agency, particularly in the fields of nuclear safety and regulation of nuclear facilities.

3. Co-ordinate with the activities of other international organisations, notably the European Union and the United Nations' specialised agencies, such as the International Atomic Energy Agency.
4. Manage a team of five professionals (nuclear scientists/technical specialists) and four secretarial staff and co-ordinate the work of many outside consultants.
5. Represent the Agency at international meetings and committees at the technical and policy level.
6. Develop and maintain contacts with principal specialists in radiation protection and waste management in Member countries.

Principal Qualifications

1. Advanced university degree in nuclear engineering, physics, chemistry, geology, or equivalent.
2. A minimum of ten years' experience in radiation protection, nuclear safety and radioactive waste management at technical and management level with emphasis on radioactive waste management R&D programmes and policies.
3. Previous experience in international co-operation is desirable, in particular with regard to the promotion of international R&D projects. Experience in co-ordinating inter-agency committees or task groups.
4. Proven managerial ability, including managing and motivating staff, directing work of experts, supervising preparation of technical reports and meeting administrative and programme requirements.
5. Ability to work as an effective member of a team.
6. Ability to speak and write fluently in one of the two official languages of the Organisation (English and French); working knowledge of the other.

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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 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 this post should do so on an application form obtainable from Human Resource Management. Applications should be sent to this service, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

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