

Paris, 13-Jan-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 12-Jan-1998

HRM/VAC(98)2

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OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), POLLUTION PREVENTION AND CONTROL DIVISION, ENVIRONMENT DIRECTORATE

Closing date for applications: 10th February 1998

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

Role

Under the supervision of the Head of Division, the main responsibilities of the post-holder will be to assist with the implementation and co-ordination of the Division's work on global issues with particular attention to the areas of climate and transport.

Main Duties

1. Design and manage the activities of the Environment Programme in the fields of climate change and transport, giving priority to implementing the Framework Convention on Climate Change, related agreements, the OECD component of the IPCC*/OECD/IEA* joint work programme on greenhouse gases (GHG) national inventories and environmentally sustainable transport programmes of Member countries paying attention to climate links in transport policy.

* Intergovernmental Panel on Climate Change (IPCC)

* International Energy Agency (IEA)

2. Carry out activities within the work programme, including: management of meetings, workshops, conferences; preparation of case studies; analysis and preparation of reports. In particular, work with other administrators to provide support for meetings of the Annex 1 Expert Group on Climate Change, the IPCC and the Task Force on Environmentally Sustainable Transport.
3. Maintain a close working relationship with other Environment Divisions, the appropriate IEA Divisions, the European Council of Ministers of Transport (ECMT), other Directorates of the OECD and the EC to ensure that the OECD programmes are relevant and make a valuable contribution.
4. Represent the Division and Directorate as assigned on global issues with particular attention to the areas of climate change issues and transport, and liaise and cooperate with national Delegations, government representatives and international organisations; this may include joint organisation of international conferences and workshops.
5. Advise the Director, Deputy Director and Head of Division on global issues with particular attention to the areas of climate change, transport and environment trends, and work programmes.
6. Oversee and co-manage the OECD component of the IPCC/OECD/IEA joint work programme on GHG inventories, in collaboration with the IEA and IPCC; provide leadership and technical supervision for several professional staff members of the Division.

Principal Qualifications and Core Competences

1. Advanced university degree, preferably in one of the following fields: engineering, science, applied economics or political science.
2. Proven experience with project management and team-building and with working in a multicultural setting; ability to plan and execute a multifaceted work programme in co-operation with other partners.
3. Several years of analytic experience, preferably with a public sector entity, in the field of transport, energy and climate change; proven knowledge of the policy and economic dimensions of the climate change issue.
4. Ability to establish and maintain effective working relations with senior officials and technical experts at the international level. In particular, highly motivated, strong interpersonal and negotiating skills to assist Delegations to develop common international positions from divergent starting points.
5. Ability to understand scientific material.
6. Demonstrated ability to draft and edit clear, concise and policy-oriented reports.

7. Excellent knowledge of English and good knowledge of French. Competence in oral/visual presentation for a variety of technical and non-technical audiences and purposes.
- 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.

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 this 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