

**Paris, 15-Apr-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 14-Apr-1998**

**HRM/VAC(98)25**

**Telephone : 01 45 24 14 44**

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## **OFFICE CIRCULAR**

### **ADMINISTRATOR (GRADE A2/A3), NUCLEAR DEVELOPMENT DIVISION, OECD NUCLEAR ENERGY AGENCY**

**Closing date for applications: 13 May 1998**

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

#### **Role**

Under the general supervision of the Head of Division and in collaboration with senior professional staff, the main responsibility of the post-holder will be to participate in carrying out technical and economic studies on matters of nuclear development.

#### **Main Duties**

1. Assist in co-ordinating studies, publications and symposia on the nuclear power industry, its fuel cycle and the supporting industry and other infrastructure, participating in the secretariat of technical committees and expert groups working in these areas and also participating in other OECD committees' activities.
2. Assist in formulating and initiating studies in the above areas.
3. Contribute to the compilation and critical evaluation of information on the generating of electricity by nuclear energy, particularly the critical evaluation of the technological and economic factors that will affect the development and manufacture of new nuclear power

reactors and fuel cycle facilities, and the strategy of utilities in pursuing their use of nuclear power.

4. Participate in the preparation of reports for consideration both by technical and policy circles in government and industry.

**Principal Qualifications and Core Competences**

1. Advanced university degree in nuclear engineering, or equivalent, and a related academic qualification, as well as 7 to 10 years' experience in the nuclear industry, in nuclear-operating electricity utilities, or in a related government institution.
  2. Experience or expertise in analysing the use of nuclear power including one or more of the following: assessment of economics of the use of nuclear energy, review of industrial strategy related to nuclear power, management of industrial and R&D resources underlying the use of nuclear energy, and related technical policy questions.
  3. Experience in handling policy questions at the interface between government and nuclear industry.
  4. Ability to deal with experts at all levels in national and international administrations and in industry.
  5. Very good working knowledge of and drafting ability in one of the official languages of the Organisation (English and French); knowledge of the other language would be a considerable advantage.
- 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](mailto: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