

Paris, 05-May-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 05-May-1998

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OFFICE CIRCULAR

**HEAD OF THE NUCLEAR DEVELOPMENT DIVISION,
(GRADE A5),
OECD NUCLEAR ENERGY AGENCY**

Closing date for applications: 2 June 1998

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

Role

Under the guidance of the Deputy Director, Science and Development, the main responsibilities of the post-holder is to manage the Division staff and co-ordinate the Agency's work on development and economic issues related to nuclear energy.

Main Duties

1. Develop, direct and organise the Division's activities in the areas of nuclear power development and the nuclear fuel cycle, including studies of resources and fuel cycle service supply and demand, economic assessments, evaluations of the influence of environmental protection and technology developments, and analyses of opportunities for and constraints on nuclear deployment in the context of sustainable development.
2. Manage the staff of the Division, including, in particular, supervise, motivate and contribute to the professional development of the staff under his/her direction within the framework of the staff policy of the Organisation. Undertake general management tasks, including recruitment (interviewing and assessing candidates for professional posts) and performance feedback/coaching.

3. Co-ordinate the work carried out in the Division with relevant horizontal work in the OECD on such themes as sustainable development, and with relevant work undertaken in IEA, CEC, IAEA, and with other government and non-government organisations.
4. Prepare the documents, assessments, papers and speeches, both personally and collegially, to ensure that results of the Division's work are presented and disseminated as widely as possible to both policy makers and the nuclear community.
5. Service various committees (particularly the NEA's Committee for Technical and Economic Studies and Nuclear Energy Development and the Fuel Cycle), sub-groups, workshops and task forces in the area of nuclear development.

Principal Qualifications and Core Competences

1. Advanced university degree relevant to economic assessment of nuclear power, or to nuclear engineering, or the equivalent.
2. Extensive experience at the national or international level in, and a demonstrated understanding of nuclear power development and the nuclear fuel cycle in OECD countries and elsewhere, and of policy factors influencing it.
3. Proven experience in building and managing teams and in guiding and motivating staff. Demonstrated ability and willingness to work effectively in a range of cultural and political contexts and to make innovative contributions to the current and potential areas of the work of the Division.
4. Demonstrated ability to communicate orally and in writing to a broad audience in at least one and preferably both of the official languages of the Organisation (English and French).
5. Ability to interact constructively with national experts and authorities at all levels and high level officials from other international organisations.

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<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