

Paris, 22-Sep-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 22-Sep-1998

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OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), POLLUTION PREVENTION AND CONTROL DIVISION, ENVIRONMENT DIRECTORATE.

Closing date for applications: 22 october 1998

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

Role

Under the supervision of a Principal Administrator and Head of Division, the main responsibilities of the post holder will be to design and prepare analytical reports on domestic climate change policies and strategies. The post-holder will also contribute to the Directorate's work programme on the environmental pillar of sustainable development.

Main Duties

1. Conduct comparative policy analyses of Member countries' domestic responses to climate change. Future analytical contributions might include: climate change and environmentally sustainable transport; assessing the linkages between greenhouse gas mitigation and other environmental and development objectives; policies targeting industrial production and consumer patterns; waste minimisation and methane control; institutional and governance issues in implementing national commitments under the Climate Convention and the Kyoto Protocol.
2. Contribute to other on-going horizontal projects within the Environment Directorate. Contributions in the near term will be in the areas of: environmental outlook and strategy, increasing resource efficiency, sustainable consumption patterns.

3. Serve as a programme expert on domestic climate change policy, representing the OECD climate programme in international meetings.
4. Responsible for administrative tasks including organisation of meetings and workshops, managing consultants and contributing to work plan and budget preparation. The post-holder will also be required to maintain close co-operation on work assignments with relevant parts of the OECD, the International Energy Agency (IEA), the United Nations Framework Convention on Climate Change (UNFCCC) secretariat, and Interdevelopment Panel on Climate Change (IPCC) activities.
5. Advise the Principal Administrator and Head of Division and provide expertise on climate change where required in the Directorate's activities.

Principal Qualifications and Core Competences

1. Advanced university degree preferably in one of the following fields: environmental or natural sciences, engineering, economics or other relevant discipline.
 2. Five years' experience in policy assessment and project management, preferably with a government entity or independent research organisation in an OECD country, in the field of climate change. Proven knowledge of the various dimensions of the climate change policy issue.
 3. Highly motivated, strong inter-personal skills and team-building experience. Experience working in a multicultural setting would be an advantage. Ability to plan and execute multifaceted projects in co-operation with other partners.
 4. Ability to review scientific material and to communicate its content to policy makers.
 5. Very good oral and written communication skills in one of the two official languages of the Organisation (English or French); skills in both languages would be an asset.
- 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
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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