

**ORGANISATION FOR ECONOMIC  
CO-OPERATION AND DEVELOPMENT**

**UNCLASSIFIED**

**Paris, 22-Sep-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 22-Sep-1998**

**HRM/VAC(98)73**

**Telephone : 01 45 24 14 44**

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## **OFFICE CIRCULAR**

**ADMINISTRATOR - NUCLEAR SAFETY (GRADE A2/A3),  
NUCLEAR SAFETY DIVISION,  
OECD NUCLEAR ENERGY AGENCY.**

**Closing date for applications: 22 October 1998**

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

### **Role**

Under the direction of the Head of the Nuclear Safety Division, the main responsibility of the post-holder will be to serve as secretary to one or more of the working groups involved in nuclear reactor safety and regulation and, specifically, in the groups dealing with the thermohydraulic behaviour of the reactor coolant system.

### **Main Duties**

1. Serve as secretary to technical and management bodies of working groups, joint research projects and specialist meetings concerned with various areas of nuclear safety.
2. With respect to such areas, plan and organise activities of the Division, provide guidance to the technical groups, analyse data, prepare working documents and maintain liaison and co-ordination with relevant national administrations and international organisations.
3. Prepare summaries and documentation based on the technical information arising from these activities, co-ordinate and participate in the preparation of state-of-the-art reports and technical notes.

4. Represent the Nuclear Energy Agency (NEA) at conferences and international meetings, summarising relevant activities of the NEA, and provide reports on such events.
5. Anticipate the implications of trends and identify the specific needs of Member countries in his/her area of technical expertise, and advise the Head of Division on how to respond. Provide support to the two standing technical committees in nuclear safety as appropriate.
6. Carry out other related duties as assigned.

### **Principal Qualifications and Core Competences**

1. University degree in nuclear engineering, mechanical engineering, applied physics or equivalent professional training.
  2. Several years of professional experience in design, operation, regulation or research related to reactor safety. Familiarity with nuclear safety philosophy and regulation would be an advantage.
  3. Minimum 3 years' experience in planning and co-ordinating projects and studies in the areas of reactor safety research and/or safety analysis.
  4. Demonstrated analytical and problem solving abilities, and to pursue creative resolution.
  5. Ability to present complex technical issues clearly and cogently to varied audiences. Good interpersonal skills, including the ability to maintain harmonious working relations with staff at all levels in a multicultural environment.
  6. Excellent ability to communicate clearly and convincingly, both orally and in writing, in one of the two official languages of the Organisation (English and French); working knowledge of the other.
- 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.

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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