

Paris, 16-Mar-99

HUMAN RESOURCE MANAGEMENT

OLIS : 16-Mar-1999

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OFFICE CIRCULAR

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

Closing date for applications: 15 April 1999

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

Role

Under the supervision of the Head of Pollution Prevention and Control Division, the main responsibilities of the post-holder will be to formulate, develop, manage, deliver and represent the Directorate's core programme of work on Increasing Resource Efficiency.

Main Duties

1. Assist in the design and implementation of the Environment Directorate's horizontal activity on Increasing resource Efficiency. Provide expertise on economic, technological and behavioural issues related to the development of government policies aimed at increasing overall efficiency, reducing material input for production of goods and services. Provide a focal point for the directorate on issues related to resource efficiency and on technology.
2. Provide expertise, and act as a team member on horizontal projects in the Directorate and the Organisation, and in particular, the ongoing Directorate-wide activities on Sustainable Consumption patterns and the Environmental Outlook and Strategy.
3. Carry out activities within the work programme, including: analysis and preparation of reports, management of meetings; workshops; conferences.

4. Maintain close contacts and good working relations with both staff in the Directorate and with staff in other OECD Directorates.
5. Establish and maintain relations with delegates from Member countries and the Secretariats of other intergovernmental and non-governmental bodies with relevant programmes.

Principal Qualifications and Core Competences

1. Advanced university degree in economics, science or public policy.
 2. At least seven years of professional experience in economic and technical analysis of environment/technology issues, including multi-media aspects of pollution prevention and control. Experience working in a national administration or institute and/or an international organisation.
 3. Very good knowledge and understanding of environment and technology policy issues, in particular relating to innovation processes, and of quantitative methods for analysis of economic, engineering and scientific processes and systems.
 4. Very good working knowledge of natural resource issues and their relationships with economic and sectoral policies. Demonstrated ability to identify and explain the policy relevance of economic and technical analysis.
 5. Ability to supervise support staff and consultants and to function in a multicultural team. Ability to establish and maintain contacts with government officials and experts at both the national and international level.
 6. A proven high level of competence in communication and interpersonal skills including written and oral/visual presentation for a variety of technical and non-technical audiences and purposes.
 7. Proven ability to manage financial resources.
 8. Excellent knowledge of one of the two official languages of the Organisation (English and French) and excellent drafting abilities in that language. Good 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.

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