OFFICE CIRCULAR

SUBJECT: ADMINISTRATOR (GRADE A2/A3), ROAD TRANSPORT RESEARCH PROGRAMME, DIRECTORATE FOR SCIENCE, TECHNOLOGY AND INDUSTRY

Closing date for applications: 8th January 1992.

A fixed term appointment until 31st December 1994 will be offered.

Duties:

1. Under the supervision of the Head of Division and the Principal Administrator responsible for the scientific and technical sub-programme, to serve the Steering Committee for Road Transport Research, organise and participate in selected technico-economic studies undertaken by the Programme’s international scientific expert groups and co-ordinate the activities of the International Road Research Documentation scheme.

2. Contribute to the analysis of policy and research trends and to the development of annual and tri-annual work programmes, for the attention of the Steering Committee.
3. Organise and participate in activities of international scientific expert groups and research seminars, and complete the final study reports for submission to the Steering Committee for Road Transport Research Programme and the OECD Council. Emphasis will be on scientific reviews and their policy implications for future road infrastructure management and traffic safety strategies.

4. Monitor and update the existing and future international requirements of the Programme concerning information and communication technologies for the management and co-ordination of road and traffic databases and, in particular, the International Road Research Documentation scheme.

Principal qualifications:

1. University degree in engineering, socio-economic analysis or a related subject with emphasis on international issues.

2. Several years experience in assessing road transport-related issues, policies and research activities with a view to identifying international implications.

3. Ability to report on complex discussions and synthesise meeting conclusions.

4. Experience with the use of information and communication technologies and modern data processing techniques.

5. Ability to deal with experts at all levels in national and international administrations and research institutes.

6. Excellent knowledge of one of the two official languages of the Organisation (English and French) and very good drafting ability; good knowledge of the other.