OFFICE CIRCULAR

COUNSELLOR FOR POLICY AND ADMINISTRATION (GRADE A5) IN THE OFFICE OF THE DIRECTOR, ENVIRONMENT DIRECTORATE

Closing date for applications: 1st April 1992

Duties:

The holder of the post is Counsellor to the Director of the Environment Directorate and will report directly to him. The main duties are:

1. Contribute to strengthening the Directorate’s ability to analyse and deal with a wide range of issues of environmental policy, including, in particular, those involving OECD linkages and relationships with other international organisations, non-Member countries and private sector institutions.

2. Take an active part in the organisation and application of the Directorate’s human, technical and financial resources and advise on their most efficient use.
3. Take an active part in the planning and implementation of the Directorate’s work programme, with special emphasis on the state of environment assessments and country environmental performance reviews.

4. Collaborate closely with line managers in the Directorate, with a view to providing advice and assistance, and promoting integrated responses to multi-disciplinary and sectoral environmental policy issues.

5. Establish and maintain effective working relationships with other OECD Directorates, Permanent Delegations and with representatives of national and international institutions, including business, labour and non-governmental organisations.

6. Represent the Directorate’s and the OECD’s environmental interests in national and international fora.

Principal qualifications:

1. Advanced university degree in a relevant discipline, including course work in economics.

2. Extensive experience in the field of environmental policy analysis, environmental planning or environmental management. Previous experience in a governmental agency is essential; and experience in an international organisation is highly desirable.

3. Excellent knowledge of international environmental issues, trends and institutions.

4. Ability to develop and maintain good working relationships with OECD staff at all levels of authority, as well as with senior officials and technical staff of other institutions, public and private.

5. Ability to convey clearly, concisely and persuasively OECD positions and views in international and national environmental fora, both orally and in writing.

6. Excellent knowledge of one of the two official languages of the Organisation (English and French) and working knowledge of the other. Demonstrated ability to draft policy-oriented papers in one of the two languages.