OFFICE CIRCULAR

HEAD OF BIOTECHNOLOGY UNIT (GRADE A4), SCIENTIFIC AND TECHNOLOGICAL POLICY DIVISION, DIRECTORATE FOR SCIENCE, TECHNOLOGY AND INDUSTRY

Closing date for applications: 4 June 1992

Duties:

The post-holder will, as Head of the Biotechnology Unit, direct, co-ordinate and ensure implementation of the Biotechnology programme within the Directorate for Science, Technology and Industry (STI). Work will be carried out independently under the general supervision of the Head of the Division for Scientific and Technological Policy. The duties are the following:

1. Identify critical and emerging issues in need of review in relation to different aspects of biotechnology in liaison and co-operation with Member countries. Keep abreast of all developments related to science and to legal and other policies relevant to biotechnology.
2. Plan, co-ordinate and monitor STI’s activities on biotechnology in association with other administrators of the Unit. Manage all administrative aspects connected with STI’s Biotechnology programme.

3. Serve as Executive Secretary of the Group of National Experts on Safety in Biotechnology (composed of 100 specialists) and its various sub-groups. In this connection the post-holder will be responsible for the preparation of relevant documents (agenda, analytical reports, questionnaires, summary records, etc.), for ensuring the participation of other components of the Organisation, and for other arrangements required for the good functioning of the Group. Represent STI and, when appropriate, OECD on different occasions at relevant national and international meetings in OECD and non-OECD Member countries.

4. Identify consultants required for different specific tasks and supervise their work.

5. Identify and manage extra-budgetary resources from Member countries.

6. Develop and manage relations with other OECD Directorates carrying out activities related to biotechnology, to help ensure that OECD’s overall effort on biotechnology is fully co-ordinated.

Principal qualifications:

1. Advanced university degree in a relevant scientific field.

2. Experience in policy-related work in biotechnology, preferably at international level. Knowledge of and contacts with biotechnology industries worldwide would be an advantage.

3. Strong organisational and managerial skills. Capacity to work simultaneously on different projects. Willingness to work under heavy pressure.

4. Proven ability to manage and supervise staff.

5. Excellent knowledge of English and ability to draft in that language. Knowledge of French would be an advantage.