PRINCIPAL ADMINISTRATOR (GRADE A4), ENVIRONMENTAL HEALTH AND SAFETY DIVISION OF THE ENVIRONMENT DIRECTORATE

Closing date for applications: 10 July 1992

Duties:

Under the supervision of the Head of the Environmental Health and Safety Division, to undertake work related to chemicals management and the reduction of risks of chemicals to the environment and human health, including:

1. To undertake, support and, as appropriate, co-ordinate the development of methodologies for the estimation of releases of chemicals to the environment, for estimation of human and environmental exposure and for undertaking environmental and commercial life cycle analyses of chemicals.

2. To maintain an awareness of the chemicals management and regulatory developments in Member countries including socio-economic aspects that are of relevance to risk management of toxic chemicals, and to support information exchange mechanisms to this end.
3. To plan and develop, or oversee the development of, risk reduction strategy documents designed to identify the most cost-effective measures for minimising the release of, and exposure to, toxic chemicals at all stages of their commercial life cycle.

4. To develop and where appropriate, based on initiatives in Member countries and in co-ordination with the OECD work on existing chemicals, policies and procedures for an effective international co-ordinated effort to reduce the risk of specific chemicals of concern.

5. To support, as appropriate, activities undertaken in OECD related to reduction of the pollution burden.

6. To maintain in his/her area of work an effective liaison with, exchange information with, and, as appropriate, to support work of other international organisations such as IPCS.

7. To organise and provide technical support for OECD policy bodies and expert meetings, as appropriate.

8. To hire appropriate consultants as needed and to ensure that their work proceeds effectively to conclusion according to schedule and, as appropriate, to review and revise any resulting documents for possible publication;

9. To prepare, edit and process draft documents, policy guidance or Council Acts related to risk management through the various levels of endorsement by OECD policy bodies to final adoption by Council and publication by OECD.

10. To support, as required, other aspects of the Chemicals Programme, the Environment Programme and horizontal activities within OECD.

Principal qualifications:

1. Advanced degree in a relevant scientific discipline, such as chemistry, chemical engineering or economics is required.

2. Extensive experience in government, or in both government and industry, in the development, implementation or enforcement of policies and regulations on the control of toxic chemicals is required.

3. Experience with environmental and/or human exposure estimation and modelling would be an advantage.
4. Previous involvement with international programmes on chemical safety and experience in international consultations and negotiations, would be an advantage.

5. Ability to manage scientific projects and programmes and to direct and supervise the work of professional staff and consultants.

6. Ability to analyse scientific and policy proposals, to formulate new ones, and to write clear and concise reports in one of the official languages.

7. Excellent knowledge of one of the official languages of the Organisation (French or preferably English) and excellent ability to communicate orally and in writing in that language; a good knowledge of the other official language would be an advantage.