ADMINISTRATOR (GRADE A2/A3) IN THE NUCLEAR SAFETY DIVISION OF THE NUCLEAR ENERGY AGENCY

Closing date for applications: 18 September 1992

Duties:

1. Provide secretariat services to the Committee on the Safety of Nuclear Installations concerning its work on the feedback of nuclear power plant operating experience and human factors. This work involves: organising regular meetings of the Principal Working Group 1 (PWG 1 on Operational Experience and Human Factors), specialist meetings, conferences and symposia; preparing technical documents, summary records; following up decisions taken during these meetings and co-ordinating the work of PWG 1 with related work by other parts of the Agency and by other international organisations.
2. Operate the Agency’s Incident Reporting System (IRS) in association with the work of PWG 1. This work involves: receipt, quality control and entry of incident reports, distribution of the updated IRS database, analysis of the database and the maintenance of contact with National Co-ordinators.

3. Provide secretariat support to the OECD Halden Project concerning the behaviour of core materials under extended periods of radiation damage, and advanced control-room techniques, including man-machine interface questions.

Principal qualifications:

1. University degree in nuclear engineering or nuclear physics, or equivalent relevant professional training.

2. Sound experience (both technical and policy) in nuclear safety technology. Knowledge of nuclear safety problems and policies in Member countries would be an advantage.

3. Knowledge and experience in the field of nuclear safety and, in particular, nuclear power plant operations and man-machine interface.

4. Ability to prepare executive summaries and reports destined for non-specialists, in particular the decision-makers, based on complex scientific studies.

5. Very good knowledge of one of the two official languages (English and French) and excellent drafting ability in that language; good knowledge of the other.