ADMINISTRATOR (GRADE A2/A3) IN THE ENVIRONMENTAL HEALTH AND SAFETY DIVISION, ENVIRONMENT DIRECTORATE

Closing date for applications: 21 October 1993

Duties:

Under the supervision of the Head of Division, the post-holder will be required to:

1. Prepare expert meetings and guidance documents for the Existing Chemicals Programme, in particular with respect to environmental hazard assessment.

2. Contribute to the work on further development of methods for assessing environmental exposure and effects.

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3. Contribute to the preparation of exposure analyses for risk reduction documents.

4. Provide support for other work in the Environment Directorate on pollution prevention and control and on environmental performance reviews, which involve environmental hazard/risk assessments and associated issues.

5. Maintain close contact with other Directorates of OECD and with other international organisations concerning developments in the area of environmental hazard/risk assessment.

Principal qualifications:

1. University degree in chemistry or environmental science.

2. Experience in developing policy and technical documents concerning risks of chemicals and/or pollutants.

3. Experience in working with committees and groups of experts, particularly in an international context.

4. Good knowledge of methods for carrying out environmental exposure and effects assessments for chemicals.

5. Proven professional experience in dealing with a variety of issues concerning environmental protection.

6. Very good knowledge of one of the two official languages of the Organisation (English and French) and excellent drafting ability in that language. Knowledge of other languages of Member countries would be an advantage.