OFFICE CIRCULAR

Administrator (Grade A2/A3) in the Nuclear Safety Division of the Nuclear Energy Agency

Closing date for applications: 20 January 1994

The OECD is an equal opportunity employer and encourages applications from female candidates

(Duties)

Under the direction of the Head of the Nuclear Safety Division, the incumbent will perform the following duties:

1. Act as secretary of technical and management bodies of working groups, joint projects and specialist meetings concerned with International Standard Problems, thermal-hydraulics in the reactor coolant system, fuel behaviour in the reactor vessel during reactor transients, loss-of-coolant accidents and severe accidents.
2. In the areas concerned, organise meetings, provide guidance to various technical groups, analyse technical data, prepare working documents, and maintain liaison with national and international organisations such as the International Atomic Energy Agency and the Commission of the European Community.

3. Based on the highly technical information arising from these areas, prepare summaries and other information material destined for non-specialists and the decision makers of Member countries.

4. Participate in other safety related activities of the Agency.

(Principal qualifications)

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

2. Several years’ professional experience in design, operation or research related to nuclear reactor safety. Familiarity with nuclear safety philosophy and regulation preferred.

3. Experience in planning and co-ordinating projects and studies in the areas of reactor safety research and/or safety analysis.

4. Demonstrated ability to determine quickly the essence of an issue, its root causes, conflicting views and to pursue creative resolution.

5. Demonstrated ability to present complex issues with credibility and impact to varied audiences.

6. Demonstrated ability to communicate clearly and convincingly, both orally and in writing, in English; a good working knowledge of French.

END-OF-TEXT