ADMINISTRATOR (GRADE A2/A3), NON-MEMBER COUNTRIES BRANCH,
ENVIRONMENT DIRECTORATE

Closing date for applications: 13 June 1995

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

Duties

Within the framework of the activities of the Centre for Co-operation with the Economies in Transition (CCET) and under the supervision of the Head of Branch, the post-holder will be required to:

1. Develop and implement a programme of environmental co-operation with the Newly Independent States of the former Soviet Union (NIS), including a specific programme for Russia.
2. Represent the Organisation at policy and technical meetings; negotiate with senior officials in the NIS on the development and implementation of co-operation programmes; work closely with officials in relevant bilateral and multilateral assistance programmes to co-ordinate activities.

3. Monitor environmental issues and policies in the NIS; prepare analytical and policy-related reports as directed; compile, analyse and present supporting data on environmental conditions.

4. Organise meetings and workshops on policy and technical issues; supervise the work of consultants and other professional staff; oversee the preparation of publications.

5. Co-operate with staff in other OECD Directorates, particularly the CCET, and closely co-ordinate work with the Secretariat of the Task Force for the Implementation of the Environmental Action Programme for Central and Eastern Europe.

**Principal Qualifications**

1. Advanced university degree in a relevant discipline, preferably with a strong emphasis on economics.

2. Several years’ experience of working on environmental policy issues, preferably in or with a national administration or international organisation; experience of environmental co-operation with NIS would be an advantage.

3. Strong communication and interpersonal skills and ability to establish and maintain effective working relations with senior officials at both national and international level.

4. High degree of motivation, initiative and creativity.

5. Excellent knowledge of one of the official languages of the Organisation (English and French) and proven ability to draft well in that language; good knowledge of the other. Working knowledge of Russian would be a significant advantage.

N.B. The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.