ADMINISTRATOR (GRADE A2/A3), ROAD TRANSPORT RESEARCH PROGRAMME, DIRECTORATE FOR SCIENCE, TECHNOLOGY AND INDUSTRY (DSTI)

[Duration of appointment: Fixed term (until 31.12.1997)]

Closing date for applications: 29 January 1996

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

Duties

Under the general supervision of the Head and Deputy Head of Programme, the post-holder will be required to:

1. Prepare, organise and manage activities in the area of road transport research (RTR): scientific expert groups, conferences, seminars in various research fields including road infrastructure, bridge management, traffic safety and transport logistics. Prepare notes to the Council and co-ordinate study reports. Oversee final publications and disseminate results through workshops and seminars.

2. Provide assistance and support to the Steering Committee in preparing background material, literature reviews and country surveys, and conducting inquiries on policy priorities, research topics and needs for future co-operation. Analyse the material received and prepare summary documents for decisions. Ensure follow-up of decisions and report to the Head of Programme, DSTI management and Steering Committee Bureau and Members.
3. Ensure the initial preparation of the biennial and long-term RTR programme and activities on the basis of surveys, Member country submissions and strategic OECD objectives.

4. Establish and maintain contacts with national delegates, outside experts and consultants.

**Principal qualifications**

1. Advanced university degree, preferably in road and bridge engineering or civil engineering, transport economics or equivalent.

2. Proven management skills for international activities and co-ordinated projects in large organisations. Analytical skills and ability to give an independent assessment.

3. At least five years' professional experience in work related to transportation, policy-making and research management.

4. Ability to establish and maintain professional contacts within and outside the Organisation. Ability to work under pressure. Good interpersonal skills, capacity to work effectively as part of a team.

5. Excellent knowledge of one of the official languages of the Organisation (English and French) and proven ability to draft in that language; good knowledge of the other.

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.
GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

**Who may apply:** Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be between the ages of 21 and 55 years (for certain posts, the age limit may be exceptionally lowered or raised).

**Closing date:** The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

**Duration of appointment:** Unless otherwise mentioned in the Vacancy Notice, in the case of an established official being chosen for the post, an appointment of indefinite duration may be offered, and in all other cases, a fixed-term appointment will be offered.

**Grade of appointment:** Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

**Place of work:** Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

**Duties:** The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

**Qualifications:** The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

**Tests:** For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

**Interviews:** The best-qualified candidates will be called for interview. Those who are not to be interviewed will be so informed. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

**Final selection:** The final selection will be made on the basis of the qualifications mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

**How to apply:** Those who wish to apply for this post should do so on an application form obtainable from the Human Resource Management Division. Applications should be sent to this Division, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

June 1995