OFFICE CIRCULAR

SUBJECT: ADMINISTRATOR (GRADE A2/A3), NEA DATA BANK, SACLAY, OECD NUCLEAR ENERGY AGENCY

Closing date for applications: The closing date for applications is 6 weeks after the publication date.

Duties:

• Under the supervision of the Deputy Director and a Principal Administrator, the post holder will be required to work on existing projects in data and computer programs for radioactive waste management, in close collaboration with the Radiation Protection and Waste Management Division of the NEA. The main duties are:

1. Maintenance, updating and extension of existing data bases in chemical thermodynamics, and acquisition and testing of computer programs used in modelling the performance of waste repositories.
2. To participate in co-ordination of thermodynamic data evaluations for the elements under study, and in the editing and detailed preparation of the evaluation reports.

3. To assist in organising specialists’ meetings and benchmark comparisons related to computer programs and data for waste management, and to contribute to the identification and development of further applications of computers in this field, of interest to Member countries.

Principal qualifications:

1. University degree in chemistry or geochemistry, with specialisation, preferably at PH.D. level, in the environmental and safety aspects of radioactive waste management.

2. Experience of computer modelling and site assessment techniques.

3. Thorough and practical knowledge of computer programming for scientific applications.

4. Ability to speak and write fluently in one of the official languages of the Organisation (English and French). Good knowledge of the other.