OFFICE CIRCULAR

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

Closing date for applications: The closing date for applications is 2nd September 1991.
N.B. This post will be vacant on 1st May 1992.

Duties:

Under the supervision of the Deputy Director (Science and Computer Processing Unit) and in collaboration with senior professional staff:

1. Take a leading role in the management and co-ordination of the Thermochemical Data Base project and organise the work carried out at the NEA Data Bank in collaboration with the Radiation Protection and Waste Management Division.

2. Co-ordinate the thermodynamic data activities review and evaluations carried out by experts in Member countries, as well as the editing and detailed preparation of the reports.
3. Organise specialists’ meetings and benchmark comparisons related to computer programs and data for waste management, and identify needs in this area.

Principal qualifications:

1. University degree in Chemistry or equivalent qualification (Ph.D. level specialisation in chemical thermodynamics would be an advantage).

2. Knowledge of the environmental and safety aspects of radioactive waste management.

3. Experience of computer modelling for performance assessments and knowledge of computer programming for scientific applications.

4. Very good knowledge of one of the two official languages of the Organisation (English and French) and ability to draft in that language. Knowledge of the other would be an advantage.