OFFICE CIRCULAR

HEAD OF DIVISION (GRADE A5), POLLUTION, PREVENTION AND CONTROL DIVISION, ENVIRONMENT DIRECTORATE

Closing date for applications: 13 May 1996

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

Role

Under the supervision of the Director, the main responsibility of the post-holder will be to direct and manage all activities and staff of the Division.

Main Duties

1. Advise on the development of policies and strategies to prevent and control environmental pollution in various economic sectors (e.g. transport, energy, industry and agriculture), giving special attention to more preventive and integrated approaches.

2. Direct advance planning and analysis, design and implementation of all activities covered in the Pollution Prevention and Control area of the Environment Programme.

3. Assure effective administration of the Pollution Prevention and Control Group, and its sub-groups.
4. Provide strong leadership and supervision of Division staff, and close supervision of resources from the OECD Budget and voluntary contributions, ensuring that the Division's human, technical and financial resources are applied effectively and efficiently.

5. Organise meetings and conferences, in collaboration with national government delegates and the European Commission, as well as with other international organisations, oversee the completion of project reports, and foster dissemination of information and findings of OECD projects through publications, professional journals (as appropriate) and presentations to international fora.

6. Assure preparation of high quality proposals for the OECD Environment Programme of Work, in co-ordination with other Divisions and organisations and with national delegates. When necessary, seek voluntary financial contributions to support the work programme through appropriate project proposals.

7. Provide advice and briefings to the Director, Deputy Director, colleagues within the Organisation and in other organisations, and the Pollution Prevention and Control Group on ongoing and new activities in pollution prevention and reduction; mobilise expert information in a wide variety of fields through effective selection and use of staff.

8. Communicate and co-ordinate, as necessary, all activities with relevant Environment Programme committees/groups, other OECD Directorates, the European Conference of Ministers of Transport and the International Energy Agency, and other international organisations, and foster close, cost-effective, working relationships with other bodies.

9. Represent OECD at international meetings and conferences on matters relating to the substantive responsibilities of the Division. Upon request, serve as Acting Environment Director in the absence of the Director and Deputy Director.

Principal Qualifications

1. Advanced university degree, preferably in one of the following fields: engineering; physical, natural or social science; environmental science/technology. Training in applied economics would be an advantage.

2. Proven ability to manage both human and financial resources.

3. Substantial (at least 10 years) experience in the development and/or implementation of policies and instruments for prevention and control of pollutants, hazardous wastes and other hazardous substances; experience with the development of integrated policies in these areas would be an advantage.

4. Demonstrated ability to conceive, plan and execute multi-faceted work programmes in co-operation with other partners, and substantial experience in managing and supervising such programmes.
5. Experience in: presenting policy conclusions and recommendations to senior policy-makers at national level; interministerial co-ordination; and international work.

6. Highly motivated, strong inter-personal and negotiating skills.

7. Excellent ability to communicate orally and in writing in one of the official languages of the Organisation (English and French); good knowledge of the other.
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 Personnel Service. Applications should be sent to this Service, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

February 1996