The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a scientist with a strong interest in international science policy to work in the secretariat of the Global Science Forum under the direction of the Principal Administrator and the Director of the Advisory Unit on Multi-Disciplinary Issues within the General Secretariat.

The job...

1. Take responsibility for one or more of the subsidiary activities of the Global Science Forum. Depending on the nature of the activity, this could involve any or all of the following functions: interacting with scientists, government officials, laboratory administrators and representatives of international organisations; carrying out analytical work in the science policy domain; organising workshops and meetings; supervising the work of administrative staff and consultants; preparing policy-level documents.

2. Work with OECD colleagues and national delegates to explore potential new areas of activity by the Global Science Forum.

3. Carry out administrative and support tasks associated with the efficient operation of an intergovernmental committee, for instance, drafting of agendas and summary records. Build international contacts, and stay in touch with a large number of government and laboratory officials, as well as scientists.

4. Respond to requests for information about the work of the Global Science Forum, including contacts with the press and occasional outside presentations.

5. Participate in other science-related work at OECD.

The person we are looking for should have...

1. A doctorate in one of the natural sciences. At least three years’ experience with experimental research at large scientific facilities.

2. A strong interest in international science policy. Extensive experience in this field is not required, but enthusiasm, willingness to work hard, and a desire to learn are essential.
3. Good general knowledge across a wide range of basic and applied research areas, including the physical, biological, engineering and information sciences. A proven ability to interact with scientists and to understand their needs and aspirations.

4. An ability to work as an integral member of a small multicultural team. Dedication to the principles of the international civil service, such as discretion, tact, and the pursuit of goals beyond those of any individual country. Experience in the European and/or Asia/Pacific areas is particularly desirable.

5. An ability to draft policy-level documents in English with speed, and precision and clarity. A working knowledge of French is desirable. A working knowledge of other languages is an additional advantage.

We are an equal opportunity employer and encourage applications from female candidates.

Applications (in English or French) from nationals of OECD Member countries should quote reference EXD/HRM/VAC(2002)021 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 18 April 2002.

Only candidates selected for interview will be contacted.

For more information on OECD and our recruitment, please see www.oecd.org