The OECD is an international organisation based in Paris with some 2000 staff. The OECD Nuclear Energy Agency (NEA) is dealing with intergovernmental co-operation on the peaceful uses of nuclear energy. The Agency is looking for a Principal Administrator with confirmed experience, to be in charge of carrying out, under the direction of the Director-General and Deputy Director-General, a number of central responsibilities including as Secretary of the Steering Committee for Nuclear Energy, and a range of cabinet functions, external relations, publications and public communication.

The job...

1. Steering Committee for Nuclear Energy
   Act as Secretary of the Steering Committee for Nuclear Energy, the governing body of NEA: prepare bi-annual sessions and policy debates of the Committee, organise the agenda, draft or co-ordinate the preparation of documents, supervise the drafting of decisions and minutes, ensure follow-up as appropriate. Maintain relations with the Bureau and the members of the Committee.

2. Assistance to the Management
   - Assist the NEA management in central tasks involving co-ordination within and outside the Agency.
   - Act as Secretary of senior staff meetings, and ensure follow-up of deliberations.
   - Prepare analytical material in connection with NEA strategic development. Supervise the drafting of the **NEA Annual Report** and other general reports.
   - Prepare oral presentations and speeches as required by the management.
   - Maintain relations with the OECD Council Secretariat. Draft briefs for the OECD Secretary General, and documents for the OECD Council or certain subsidiary bodies (Committee on co-operation with non-members).
   - Carry out any other tasks assigned by the management.
3. External Relations and Relations with Non-Members

- Maintain close relations with national delegations to the OECD on matters relevant to the NEA.

- Develop NEA relations with industrial and other relevant international non-governmental organisations interested in energy and environment issues. Organise sessions for exchanges of information with such bodies and the Bureau of the Steering Committee.

- Maintain close contacts with intergovernmental organisations involved in nuclear energy. Organise annual co-ordination meetings at senior management level with the International Atomic Energy Agency (IAEA).

- Develop relations with selected non-member countries and lay the foundations for future co-operation with them. Organise the process of accession to NEA membership for applicant non-members.

4. Publications and Public Affairs

- Develop NEA publications’ policy, methods and resources, and oversee the execution of the programme (60 publications yearly).

- Formulate NEA publications marketing strategy in co-ordination with the OECD Public Affairs and Communications Directorate and steer its implementation.

- Ensure general supervision of the staff of the NEA Publications Unit.

- Define the objectives, priorities and means of NEA information and communication policy, including through the NEA website, information booths, NEA participation in major international professional events, and the bi-annual NEA News magazine.

- Manage relations with the media, draft press releases, arrange interviews as necessary.

- Act as spokesman for the NEA in a wide range of circumstances, notably with visitors to the NEA.

The person we are looking for should have...

1. An advanced university degree in one or more of the following disciplines: international relations, political science, science, technology, information and communication.

2. Eight to ten years of actual experience of international co-operation in the nuclear energy field with broad knowledge of economic, technical, environmental and energy-related issues. Professional experience in public communication would be an advantage.

3. Ability to work in an international environment, and to establish and maintain professional contacts with senior officials and national delegates, experts and managers in Member countries.

4. Strong team-building, ability through organisational and inter-personal skills, ability to work independently, to work effectively under pressure, to meet tight deadlines and to prioritise competing demands.
5. Excellent communication skills and ability to work in a multilateral environment.

6. Excellent knowledge of the two official languages of the Organisation (English and French) and ability to draft and communicate very well in both languages. Knowledge of one or more other languages would be an advantage.

N.B. The appointment may initially be made 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.

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(2003)054 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 10th July 2003.

Only candidates selected for interview will be contacted.

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