SENIOR PROJECT MANAGER/SPECIALIST IN TESTING AND ASSESSMENT OF CHEMICALS
Grade A4
Environment, health and Safety Division,
Environment Directorate

POSSIBLE VACANCY

Fixed term appointment, until 31/12/2005, renewable for 3 year periods as Mandate of Programme is extended.

The OECD is an international organisation based in Paris with some 2000 staff. We are looking for a specialist in testing and assessment of chemicals who will supervise the development and updating of Test Guidelines and related activities. She/he will report to the Head of the Environment, Health and Safety Division in the Environment Directorate.

The job...

1. Manage the Test Guidelines Programme.

2. Organise and provide support for OECD policy bodies and technical groups, as appropriate; arrange for and organise meetings of programme advisory groups and of national experts in the areas of chemical test method development and prepare documentation for these meetings.

3. Maintain an effective liaison with National Co-ordinators of the OECD Test Guidelines Programme and other relevant international organisations.

4. Process draft Guidelines and Guidance documents through the subsequent levels of endorsement by policy bodies, final adoption by Council and publication by OECD.

5. Supervise staff experts assigned to the Programme and hire consultants as needed; co-ordinate and review their activities and ensure that their work proceeds effectively and according to schedule. Provide, as appropriate, expert input with respect to human toxicology regarding ad hoc queries in this field and work related to hazard and risk assessment.

6. Maintain an awareness of scientific developments relevant for the Test Guidelines Programme, take initiatives with respect to new work, develop proposals for new Test Guidelines and Guidance documents, review periodically the existing Guidelines, and arrange for the revision of existing Guidelines, as needed.
7. Assist in the general programme operations and functions of the Division (e.g. advise and contribute to activities of the other Programmes related to chemicals safety).

The person we are looking for should have...

1. An advanced degree in a relevant scientific discipline, preferably human toxicology, medical biology, or other biological sciences.

2. At least eight years’ experience in health sciences, preferably related to chemical safety testing in a regulatory context, such as a national chemicals control programme.

3. Ability to manage scientific and/or policy projects and programmes and to direct and supervise the work of professional staff and consultants.

4. Experience in international consultations and negotiations and/or previous involvement in OECD chemicals control programme, would be an advantage.

5. Ability to analyse scientific and policy proposals, to formulate new ones, and to write clear and concise reports in one of the two official languages (English and French).

6. Excellent knowledge of one of the official languages of the Organisation preferably English and excellent ability to communicate orally and in writing in that language; a good knowledge of the other official language.

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)067 and be sent via our on-line application form on www.oecd.org (click on recruitment) by 11th September 2003.

Only candidates selected for interview will be contacted.

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