OFFICE CIRCULAR

ADMINISTRATOR (NUCLEAR DATA PHYSICIST) (GRADE A2/A3),
IN THE DATA BANK OF THE NUCLEAR ENERGY AGENCY

Closing date for applications: 21 May 1997

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

Role

Under the supervision of the Data Bank Co-ordinator, the main responsibility of the post-holder will be to compile nuclear data, to assist in the co-ordination of the Data Bank's co-operative projects in nuclear data evaluation and to provide nuclear data services to customers in Member countries.

Main Duties

1. Take a leading role in the compilation of bibliographic nuclear data (CINDA) and experimental nuclear data (EXFOR) published in Data Bank Member countries, and assure the exchange of these data within the international network of nuclear data centres.

2. Advise scientists on the use of nuclear data in different applications and provide a service on these data to users in Member countries.

3. Play an active role in the maintenance and development of the data handling, checking and retrieval systems on the in-house computer system.
4. Assist in the assembly, maintenance and update of the Joint Evaluated Fission and Fusion (JEFF) library of evaluated nuclear data.

5. Carry out other related duties as assigned.

**Principal Qualifications**

1. Advanced university degree in nuclear physics and several years’ experience in nuclear research. Experimental experience and familiarity with the processing and applications of nuclear data would be an advantage.

2. Experience in the use of computers under UNIX operating system and PC software. Good knowledge of programming languages such as FORTRAN, C and PERL. Knowledge of the ORACLE database system would be an advantage.

3. Good organisational and planning skills, and an ability to structure work to meet deadlines.

4. Excellent communication skills for developing and maintaining good working relations, in particular with scientists in Member countries.

5. Very good working knowledge of one of the two official languages of the Organisation (English and French); working knowledge of the other.

N.B. The post may be filled 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.
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 less than 65 years old at the time of appointment.

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 Human Resource Management. Applications should be sent to this service, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

January 1997