OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3) IN THE RADIATION PROTECTION AND WASTE MANAGEMENT DIVISION, NUCLEAR ENERGY AGENCY

Closing date for applications: 23 September 1997

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

Role

Under the supervision of the Head of Division and in collaboration with senior professional staff, the main responsibility of the post-holder will be to contribute to various scientific and technical activities of the Division in the fields of radiation protection and of radioactive waste management. Emphasis will be placed on radiation protection and safety aspects in general, including the protection of workers in nuclear facilities, and emergency preparedness in the context of nuclear accidents.

Main Duties

1. Assist with secretariat duties for the Committee on Radiation Protection and Public Health (CRPPH) and its ancillary bodies concerned with various technical and policy areas of radiation protection. This will include active participation in expert groups and in the secretariat of internationally co-ordinated projects.

2. Provide technical and organisational assistance to international co-operative projects, such as ISOE (Information System on Occupational Exposure) and INEX (International Nuclear Emergency Exercise).
3. Assist, as appropriate, with secretariat duties for the Radioactive Waste Management Committee and its ancillary bodies, notably with regard to the activities of the Liaison Committee for Decommissioning.

4. Prepare reports and documents for technical committees.
   Carry out other related duties as assigned.

**Principal Qualifications**

1. University degree in radiation protection, physics, engineering, chemistry, or equivalent professional training. Practical and broad experience in radiation protection, including the management of nuclear emergency situations, and the environmental and safety aspects of radioactive waste management is essential.

2. Experience in preparation and drafting of technical policy reports and documents.

3. Ability to work effectively in a multicultural environment.

4. Ability to speak and write fluently in one of the two official languages of the Organisation (English and French); good knowledge of the other.

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.
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:** A fixed-term appointment (usually for two or three years, with the possibility of renewal) 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 send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

April 1997