

Paris, 29-Jun-99

HUMAN RESOURCE MANAGEMENT

OLIS : 29-Jun-1999

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OFFICE CIRCULAR

ADMINISTRATOR – NUCLEAR SAFETY, (GRADE A2/A3), NUCLEAR SAFETY DIVISION, OECD NUCLEAR ENERGY AGENCY

Closing date for applications: 12 August 1999

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

Role

Under the direction of the Head of the Nuclear Safety Division in the OECD Nuclear Energy Agency (NEA), the main responsibility of the post-holder will be to serve as secretary to one or more of the working groups involved in nuclear reactor safety and regulation and, specifically, in the groups dealing with integrity of reactor components and systems.

Main Duties

1. Serve as secretary to technical and management bodies of working groups, joint research projects and specialist meetings concerned with various areas of nuclear safety, in particular such specialised aspects as degradation processes, non destructive examination techniques, fracture assessment and the management of ageing.
2. With respect to such areas, plan and organise activities of the Division, provide guidance to the technical groups, analyse data, prepare working documents and maintain liaison and co-ordination with relevant national administrations and international organisations.

3. Prepare summaries and documentation based on the technical information arising from these activities, co-ordinate and participate in the preparation of state-of-the-art reports and technical notes.
4. Represent the NEA at conferences and international meetings, summarising relevant activities of the NEA, and provide reports on such events.
5. Anticipate the implications of trends and identify the specific needs of Member countries in his/her area of technical expertise, and advise the Head of Division on how to respond. Provide support to the two standing technical committees in nuclear safety as appropriate.
6. Carry out other related duties as assigned.

Principal Qualifications and Core Competences

1. University degree in nuclear engineering, mechanical engineering, applied physics or equivalent professional training.
2. At least three years of professional experience in design, operation, regulation or research related to reactor safety. Familiarity with the technical and regulatory aspects of safety critical software would be an asset.
3. Experience in planning and co-ordinating projects and studies in the areas of reactor safety research and/or safety analysis.
4. Demonstrated ability to determine quickly the essence of an issue, its root causes, conflicting views, and to pursue creative resolution.
5. Ability to present complex issues with credibility and impact effectively to varied audiences.
6. Excellent ability to communicate clearly and convincingly, both orally and in writing, in one of the two official languages of the Organisation (English and French); working 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 nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply: (applications *must* include the vacancy reference number, nationality, sex, and date of birth)
Choose *one* of the following methods only:

1. Recruitment information and online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. list of publications where appropriate. NB. Copies of diplomas, qualifications etc are *not* required at this stage.

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. Candidates who are not native speakers of either of the two official languages, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

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 the place of work is Paris. 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.