ADMINISTRATOR (GRADE A2/A3), NUCLEAR SCIENCE SECTION, NUCLEAR ENERGY AGENCY

Closing date for applications: 18 July 1994

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

Duties

Under the supervision of the Head of the Nuclear Science Section and of the Deputy Director (Science, Computing and Development) and in collaboration with NEA and Data Bank senior staff:

1. Participate in the work of the secretariat of the Nuclear Science Committee (NSC) and its different working parties and task forces. Participate in the preparation of NSC documents, in particular synthesis reports on the Committee’s activities and summary records of meetings. Maintain liaison as necessary with other committees of NEA and of other OECD directorates.
2. Establish and maintain, together with the Head of the Nuclear Science Section and the Data Bank Co-ordinator, a computer-based system for detailed scheduling and follow-up of tasks and deadlines for the work of NSC and the Data Bank.

3. Assist in organising scientific studies and symposia, in preparing publications and following them through until they are ready for printing, and in preparing reports on scientific, technical or science policy issues.

4. Assist in the analysis of validation and calculation exercises.

**Principal qualifications**

1. University degree in nuclear engineering, nuclear physics or equivalent qualification.

2. Experience in working with committees, and in planning and co-ordinating scientific work.

3. Ability to deal with experts at all levels in national and international administrations and in the nuclear science field.

4. Sound experience in the use of computers.

5. Good working knowledge and drafting ability in one of the official languages of the Organisation (English and French); knowledge of the other language would be an advantage.