OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), MARITIME TRANSPORT AND SHIPBUILDING DIVISION, DIRECTORATE OF SCIENCE, TECHNOLOGY AND INDUSTRY

Closing date for applications: 22 November 1994

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

Duties

Under the supervision of the Head of the Maritime Transport and Shipbuilding Division:

1. Draws up, supervises and carries out the Maritime Transport Committee’s work programme and services the meetings of the Maritime Transport Committee and of its General Working Party.

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2. Monitors and analyses national and international shipping and shipping policy developments as well as their underlying legal regimes; develops and co-ordinates alternative policy approaches; organises contacts/consultations with senior shipping officials from DNMES and CEEC/NIS on shipping policy matters; drafts and supervises the preparation of the relevant documentation for these consultations.

3. Supervises and participates in the preparation of the annual report of the Maritime Transport Committee dealing with world-wide shipping policy and commercial shipping matters.

4. Follows the work of WTO, IMO, UNCTAD and other UN bodies in the field of shipping and shipowners’ and seafarers’ organisations, maintains close contacts with officials of these organisations.

5. Follows the development of national shipbuilding policies and on the basis of this provides the maritime transport related input to studies carried out by the Division in pursuit of the mandate of the Council Working Party on Shipbuilding and its Sub-group on Supply and Demand.

**Principal qualifications**

1. Advanced university degree in economics or equivalent, knowledge of maritime and maritime related law would be an advantage.

2. Ability to work in an interdisciplinary manner on a broad range of interrelated shipping and shipbuilding issues.

3. Detailed knowledge of the shipping industry and national and international shipping policies as well as their underlying legal regimes, evidenced by professional experience in government or industry, knowledge of shipbuilding issues.

4. Experience in international negotiations; knowledge of the mechanism of shipping negotiations in UN fora (UNCTAD and IMO) would be an advantage.

5. Proven experience of working within a small team and maintaining contacts with Delegates, professional organisations and other international organisations.

6. Excellent knowledge of one of the official languages of the Organisation (English and French) and ability to draft well and quickly in that language; ability to work effectively in the other.