

**Job description**  
**GIF Technical Secretary,**  
**GIF Technical Secretariat, OECD/NEA**  
**[Staff on Loan]**

---

The Generation IV International Forum (GIF) is a co-operative international endeavor seeking to develop the research and development necessary to test the feasibility and performance of fourth generation nuclear systems, and to make them available for industrial deployment by 2030. The GIF brings together thirteen member countries plus the European Union to coordinate research and development on a range of Generation IV reactor technologies and methods.

The OECD Nuclear Energy Agency has been supporting the activities of the Generation IV International Forum since 2005. It provides technical secretariat services; archiving records and documents, as well as maintaining the Forum's internal and external websites. The NEA Technical Secretariat consists of more than 12 staff members on both a full-time and part-time (Staff on Loan) basis.

The staff on loan's main task will be to provide support to the GIF R&D activities carried out under system arrangements, project arrangements or MoU, as part of the GIF Technical Secretariat team at the OECD Nuclear Energy Agency, based in Boulogne, France. The support consists in arranging meetings, i.e. hosting the meeting on NEA and OECD premises, or supporting a host in a GIF member organization. Specific duties include preparing the agenda for the meetings in coordination with the Chair and co-Chairs, drafting minutes of the meeting and circulating them to the participants, collecting presentations from the meetings and uploading the material on the GIF website, keeping track of the membership and informing the coordinator of the Technical Secretariat of any changes or any issues with any of the projects.

The duties also include helping GIF members draft project arrangements (including project plans) that have not yet been signed (provisional), with the support of the NEA's Office of Legal Counsel, to ensure that they can be signed without any undue delay. Each year, project management boards (PMBs) are expected to produce "Annual Work Plans" that lists the work to be carried out during the year, and the deliverables to be produced, and "Annual Technical and Financial Reports" that summarize the work that has effectively been carried out the previous year, and lists the deliverables that were produced. The administrator will help the PMBs draft these documents, and upload them on the GIF website; the administrator will also collect the deliverables produced and upload them on the GIF website, with the help of GIF Technical Secretariat assistant.

**For the Staff on Loan from Korea, the duties as a Technical Secretariat will include supporting methodology working groups and system steering committee under GIF, related to specific Generation IV technologies and be assigned based on the applicant's profile.** Other specific assignments may be determined by the Head of GIF Technical Secretariat

## **Main Responsibilities**

### Planning and co-ordination:

- Meeting organization and logistics, preparation of meeting agendas, meeting materials, meeting notes, program updates, policy and technical briefings as needed, website updates, liaising with member countries and organizations, and maintaining professional and constructive relationships with delegates and partners.

### Policy and project development:

- Support policy and project development related to Generation IV reactor development. Represent the NEA in meetings and conferences.

### Other:

- Carry out other tasks as assigned by the Head of the GIF Technical Secretariat.
- Carry out other tasks and duties as assigned as the Korean Staff on loan (e.g. monthly reports to Korea)

## **Ideal Candidate Profile**

### Academic Background

- Master's degree or higher in a scientific discipline such as engineering, technics, political science or scientific knowledge, or equivalent professional training and/or an advanced university degree in Business Administration, communication, international relations;
- Knowledge of advanced reactor systems (preferably Gen IV systems);

### Professional Background

- At least three, preferably five years of professional experience concerning the international research initiatives and/or work in an international environment in the area of nuclear energy
- Proven experience in interacting with national and international nuclear experts,.

### Skills & Experience required:

- Very good knowledge of ora/written English, ability to draft documents, such as summary reports, etc in English
- Experience of working on international projects or in an international environment appreciated

### Tools

- Proficiency in the use of Microsoft Office suite (Word, Excel, Outlook, PowerPoint) and ability to quickly learn other ranges of software packages.

### Languages

- Fluency in one of the two OECD official languages (English and French) and knowledge of the other, with a commitment to reach a good working level.
- Knowledge of other languages would be an asset.

## **Core Competencies**

- For this role, the following competencies would be particularly important: analytical thinking, achievement focus, drafting skills, delivering results, writing skills, presentation skills, teamwork, managing resources, information management and information technology, and diplomatic sensitivity.
- Proven experience in nuclear energy projects, especially in an international environment.
- Good understanding of the technical, economic and safety issues of nuclear energy development.
- Please refer to the Level 3 indicators of OECD Core Competencies.

## **Contract Duration**

- Two year fixed term appointment, with the possibility of renewal.

## **What the OECD Offers**

- [Click here](#) to learn more about what we offer and why the OECD is a great place to work.
- [Click here](#) to browse our People Management Guidebook and learn more about all aspects relating to people at the OECD, our workplace environment and many other policies supporting staff in their daily life.

## **Selection Process**

For retained candidates, written tests are foreseen for the third week of July and panel interviews are planned for the last week of July.

The OECD is an equal opportunity employer and welcomes the applications of all qualified candidates who are nationals of NEA or OECD member countries, irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.

The OECD promotes an optimal use of resources in order to improve its efficiency and effectiveness. Staff members are encouraged to actively contribute to this goal