

OTIF



**ORGANISATION INTERGOUVERNEMENTALE POUR
LES TRANSPORTS INTERNATIONAUX FERROVIAIRES**

**ZWISCHENSTAATLICHE ORGANISATION FÜR DEN
INTERNATIONALEN EISENBahnVERKEHR**

**INTERGOVERNMENTAL ORGANISATION FOR INTER-
NATIONAL CARRIAGE BY RAIL**

INF. 44

**Secrétaire général
Generalsekretär
Secretary General**

**B 06-07/2.2009
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TO THE GOVERNMENTS OF THE MEMBER STATES OF OTIF

**Vacancy in the Secretariat of the Intergovernmental Organisation for
International Carriage by Rail (OTIF)**

Par souci d'économie, le présent document a fait l'objet d'un tirage limité. Les délégués sont priés d'apporter leurs exemplaires aux réunions. L'OTIF ne dispose que d'une réserve très restreinte.

Aus Kostengründen wurde dieses Dokument nur in begrenzter Auflage gedruckt. Die Delegierten werden daher gebeten, die ihnen zugesandten Exemplare zu den Sitzungen mitzubringen. Die OTIF verfügt nur über eine sehr geringe Reserve.

For reasons of cost, only a limited number of copies of this document have been made. Delegates are asked to bring their own copies of documents to meetings. OTIF only has a small number of copies available.

1. In accordance with Article 26 § 3 of the Staff Regulations (SR), the Secretariat must inform the Member States in good time of any vacant posts in the Secretariat of OTIF at senior grade and in grades 1 to 3.
2. In accordance with the second sentence of Article 48 § 1, the First Secretary in the "Transport of Dangerous Goods (RID)" section of the OTIF Secretariat, Mr Jean-Daniel Dénervaud, will be retiring on 31 July 2009 upon reaching 65 years of age. However, Mr Dénervaud has informed me in writing that he will soon have to have an operation. Therefore, quite apart from annual leave entitlements, Mr Dénervaud will be absent long before his actual date of retirement.
3. Under Article 26 § 3 of the SR, the minimum period allowed for the submission of applications by the Member States in this case is six months. Owing to the unforeseeable nature of Mr Dénervaud's absence, the importance of the work carried out in his post and OTIF's position within the system for developing the requirements on the carriage of dangerous goods by rail, the Chairman of the Administrative Committee, in accordance with Article 2 § 2 of OTIF's Staff Regulations and by analogy, by virtue of the third sentence of Article 26 § 3, has agreed that the deadline for applications can be reduced to 3 months. The deadline for applications is therefore 19 May 2009.
4. When the post is newly occupied, the Secretary General intends to classify this post at grade 3 (3rd Secretary) in accordance with Article 10 of the SR, in order to distribute the posts at the different grades more evenly. This grade would also correspond to the grading of the second post in the "Technology" section in summer 2006 and would therefore create the same grading conditions in both posts for the "RID" and "Technology" sections.
5. According to the decisions of the Administrative Committee at its 103rd session (Berne, 12/13.05.2005) concerning the future personnel policy, the Secretary General is required to promote the internationality of members of staff of the Secretariat. Member States are therefore encouraged to submit applications from their own nationals or from nationals of other OTIF Member States. Personal applications are also welcome.
6. The officer to be engaged will be appointed by the Secretary General, who, in accordance with Article 26 § 2 of the SR, needs the agreement of the Administrative Committee for this decision. The Administrative Committee could give its agreement at the 111th session (Berne, 12/13 May 2009). According to Article 32 § 2, Mr Dénervaud's successor would be appointed for a period of 3 years. The appointment would be subject to a 6 month probation period.

7. The basic skills for the holders of posts at grade 3 are laid down in Article 12 § 4 of the SR. For the post to be filled, knowledge of the transport of dangerous goods is required. In view of the specialist knowledge required, the Secretary General therefore intends to consider positively those candidates who can demonstrate the basic skills required under Article 12 § 3 or who have suitable experience and can bring with them the necessary skills, prepare meeting documents and reports independently, are in a position to answer questions of interpretation and who can prepare and give speeches and presentations, which are always required in the dangerous goods area. Details are shown in the attached requirement profile.
8. In addition to the subject-specific requirements in the profile, applicants should have at least 10 years professional experience and should be able to demonstrate activities undertaken in the international arena.
9. Member States may submit applications for the attention of the Secretary General until

19 May 2009.

Applications must be sent to the Secretariat of the Organisation, Gryphenhübeliweg 30, CH-3006 Berne. The same deadline applies to personal applications.

Yours faithfully

Stefan Schimming
(Secretary General)

Annex

REQUIREMENT PROFILE

Area of responsibility:

Editing and developing the International Regulations on the Transport of Dangerous Goods by Rail (RID)

Tasks:

- Help organise and hold own international conferences,
- Take part in international working groups,
- Translate technical/legal texts from German into English or French and from English into French or from French into English,
- Prepare reports,
- Prepare meeting documents and documents for the process of notifying Governments,
- Reply to questions of interpretation,
- Give speeches and presentations,
- Foster contacts with the Member States' competent authorities, other international organisations and railway undertakings,
- Edit the English and/or French edition of RID.

Requirements:

- Completion of college of higher education,
- Languages: very good knowledge of English or French, both written and spoken, and good knowledge of the other language; knowledge of German would be an advantage,
- Fluency in written and verbal communication,
- Professional experience in railways (transport undertaking, infrastructure manager, railway authority, national or international associations) or in the dangerous goods area,

- Ability to use modern IT systems,
- Interest in natural sciences, especially chemistry and physics,
- Good general education,
- Accurate work,
- Willingness to undertake official travel,
- Ability to work under pressure,
- Ability to work in a team.

Starting date: 1 June 2009