OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3) IN THE ENERGY R&D AND COLLABORATIVE PROJECTS DIVISION, COMBINED ENERGY STAFF

Closing date for applications: 26th March 1992

Duties:

Under the guidance and supervision of the Head of Division:

1. Provide analytical and technical support in the development of specific projects in relation to developments in the non-Member country area, including the following specific tasks: i) the establishment and maintenance of information on technology and R&D spending in specific non-Member countries, ii) support for the development of information exchange activities such as conferences, workshops and seminars, iii) preparatory actions to facilitate the adhesion of non-Member countries to the collaborative R&D activities of the International Energy Agency, iv) analyses and reviews in support of the technology assessment components of country review activities in the non-Member country areas.
2. Assist in the conduct of reviews of IEA Member countries’ technology and R&D programmes, examining both specific areas of energy technology development, environmental developments which will impinge on the pace or structure of technology evolution, through direct contact with capitals, with national delegations attending meetings, and with individual experts and consultants working with the Secretariat.

3. Participate in the preparation of meetings of the Standing Groups, committees and working parties of the Agency, and provide secretariat support to one working party. Provide support for the development of specific reports, analyses and information items for these meetings.

4. Liaise with one or more of the collaborative projects of the IEA in the field of energy technology R&D, reporting on its programme to the appropriate Working Party and the Committee on Energy Research and Development, and helping the Executive Committee to develop the activity in the most appropriate and efficient manner. Update the appropriate references to each of these activities in the Computerised Register of Implementing Agreements. Help to create a separate component of this register for non-Member country associates to the Implementing Agreements.

5. Provide technical and analytical support to specific technology assessment activities within the Energy Technology Office of the IEA. Support assessments of the integration of energy and environmental technology policy undertaken by the Secretariat, and the development of specific technology information exchanges aspects of such activity.

Principal qualifications:

1. University degree in a relevant technical or economic discipline.

2. Experience with co-ordination of government-sponsored R&D, and experience with the technical and political conditions associated with such programming; familiarity with committee procedures; experience with commercialisation of R&D results.
3.  Very good knowledge of one of the two official languages of the Organisation (English and French), working knowledge of the other.

4.  Ability to draft reports, quickly and clearly in one of the two languages as above, on complex technical issues; familiarity with operation and maintenance of computerised databases; ability to contribute to administrative tasks.