ADMINISTRATOR (GRADE A2/A3) IN THE OFFICE OF LONG-TERM CO-OPERATION AND POLICY ANALYSIS, COMBINED ENERGY STAFF

Closing date for applications: 30th March 1992

Duties:

Under the general supervision of the Division Head:

1. Prepare periodic reviews of national energy policies or specific aspects thereof for IEA Member countries and monitor on a continuing basis all developments relating to energy matters in the countries concerned.

2. Establish and maintain good contacts with national delegations and with administrations in capitals of Member countries, energy industries and other energy interests, including ensuring full participation of countries in the review process and timely submission to the Secretariat of all key documentation on the evolution of national energy policies.
3. Work closely with individual countries and review teams on reviews of the countries under 1. above and prepare the final reports highlighting significant points arising out of individual countries’ examination by the Standing Group on Long-Term Co-operation and including conclusions or recommendations for future government policy in the country in question.

4. Perform a number of general tasks in the country review process, in particular preparing statistical questions, country report format and advising on scheduling and composition of review team.

5. Participate in the preparation of a general report on the status of Member countries’ energy policies and programmes based on the findings of the individual country reports.

6. Monitor and analyse cross-cutting activities (including developments in Non-Member countries) and assist in the formulation of national and international policy proposals to facilitate the achievement of agreed IEA energy policy goals.

7. Participate in specific projects of the Office as required.

Principal qualifications:

1. University degree or equivalent in a relevant discipline.

2. Extensive energy policy experience in a national government or international organisation.

3. Broad knowledge of energy and understanding of problems of energy policy and related economic questions.

4. Very good ability to handle and analyse statistics; experience in the use of computers.

5. Good ability to work in a team and under time pressure.

6. Very good knowledge and drafting ability in one of the official languages of the Organisation (English and French) and good knowledge of the other.