OFFICE CIRCULAR

HEAD OF NON-MEMBER COUNTRIES DIVISION A FOR EUROPE, THE MIDDLE EAST, AND AFRICA (GRADE A5), OFFICE OF NON-MEMBER COUNTRIES, INTERNATIONAL ENERGY AGENCY

[Duration of appointment: Fixed term]

Closing date for applications: 1 February 1995

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

Duties

Under the authority of the Director of the Office of Non-Member Countries, the post-holder will be required to direct and supervise the work of the Division, and in particular:

1. Provide expertise on international energy relations, with emphasis on energy policy, and related economic subjects with respect primarily to non-Member countries in Europe, the Middle East and Africa.
2. Analyse energy sector developments in the regions under item 1, above, particularly:

-- supply and demand for energy, by energy carriers, indicating potential impact on world energy markets;

-- prospects for building flexible and open energy markets.

3. Share Member countries’ experience with non-Member countries in these regions. Develop and maintain close relations at senior level with governments as well as with international and regional multilateral organisations and institutions in Member and non-Member countries in the above-mentioned geographic areas. In particular, develop and co-ordinate specific types of relations and co-operation with non-Member countries in these regions. Represent the Agency at international conferences, workshops and seminars as appropriate.

4. Co-ordinate the Division’s work with Member country Delegations, and report to the IEA’s Committee on non-Member countries and other bodies on energy developments in the regions under item 1. above and the Agency’s relations with those countries. Prepare policy and other papers to be presented to the Committee and/or the IEA Governing Board.

5. Co-ordinate the Division’s activities with relevant work being carried out elsewhere in the IEA and the Organisation.

Principal qualifications

1. Advanced university degree in economics or another relevant discipline.

2. Proven skills in energy policy analysis.

3. Proven ability in managing professional staff.

4. Considerable knowledge and experience of political and economic aspects of national and international energy policy with emphasis upon the indicated geographical area of primary responsibility covered by the Division.

5. Good understanding of international political and economic developments in non-Member countries and their impact on the Agency’s priorities.

6. Ability to establish and maintain senior-level contacts with national and international fora.

7. Excellent communication skills.

8. High degree of flexibility and ability to work under pressure.

9. Excellent knowledge of and drafting ability in English; working knowledge of French. Knowledge of Russian would be an advantage.