OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), ENERGY ECONOMIC ANALYSIS DIVISION, OFFICE OF ECONOMICS, STATISTICS AND INFORMATION SYSTEMS, INTERNATIONAL ENERGY AGENCY

[Duration of appointment: Fixed term]

Closing date for applications: 30 June 1995

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

Duties

Under the supervision of the Head of Division, the post-holder will be required to:

1. Monitor and provide analysis of long-term regional and sectoral energy trends and their environmental consequences.

2. Take primary responsibility for the completion of individual studies and contribute to the publications of the Division. Currently, all studies carried out by the Division are published in the annual World Energy Outlook.
3. Take responsibility for and participate in the analysis of specific issues and studies that are of interest to other offices in the Agency.

4. Monitor, through close contacts with outside organisations, energy developments on specific regional, sectoral, or other issues and prepare briefings for senior management, as appropriate.

5. Present the results of the Division’s analysis at international conferences as well as to other Offices of the Agency.

Principal qualifications

1. Advanced university degree in economics or a degree in economics with a strong energy bias.

2. Familiarity with problems in the use of statistics.

3. Experience in energy analysis, preferably while working within an energy organisation or ministry.

4. Good knowledge of current energy issues.

5. Good interpersonal and communication skills. Ability to work well individually and within a small team.

6. Modelling experience and a good quantitative background would be a strong advantage.

7. Excellent knowledge of one of the two official languages of the Organisation (English and French); knowledge of the other.

N.B. The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.