OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), ENERGY CONSERVATION AND EFFICIENCY DIVISION, OFFICE OF LONG-TERM CO-OPERATION AND POLICY ANALYSIS, INTERNATIONAL ENERGY AGENCY (IEA)

Closing date for applications: 4 October 1995

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

Duties

Under the guidance of the Head of Energy Conservation and Efficiency Division, the post-holder will be required to:

1. Take a leading part in defining the Agency’s role and activities in energy efficiency, and developing the Agency’s position and representing its interests accordingly within various international fora. This includes active and ongoing interaction not only with experts from within the OECD/IEA and its Member government representatives, but also with other international organisations, researchers, and non-governmental organisations.

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2. Initiate and conduct detailed studies and analyses of energy efficiency policies employed by Member and non-Member countries, such as measurement and evaluation - analysing the extent to which energy efficiency policies employed by Member countries are achieving their goals; demand-side management; international energy efficiency comparisons; and energy efficiency standards. Provide substantive comment on energy efficiency sections of country reviews.

3. Participate, under the guidance of the Head of Country Studies Division, in the country review process and serve as a desk officer for one or two IEA Member countries. This includes following events in energy policy in the countries concerned, preparing standard reviews, contributing to Agency documents which focus on specific issues within Member countries (e.g. gas and electricity studies), preparing briefs for the Executive Director, and planning and conducting in-depth reviews.

4. Participate in reviews of non-Member countries, focusing on energy efficiency and related topics and act as lead author for related parts of energy sector reviews. Design and implement multilateral programmes, including those under the Energy Charter Treaty that the IEA promotes, aimed at enhancing the improvement of energy efficiency in non-Member countries.

5. Prepare and manage IEA-sponsored workshops and seminars on various issues concerning energy efficiency and related topics. Identify the relevant issues, work with the Sub-Group on Energy Conservation and associated expert groups to define the workshop agenda, secure the participation of relevant experts, oversee the logistical activities, and ensure that the event is managed appropriately.

6. Undertake other energy efficiency-related work as required.

**Principal qualifications**

1. Advanced university degree in a relevant discipline (e.g. engineering or economics).

2. Extensive experience relevant to energy efficiency policy and analysis, preferably within an energy company (including electric or gas utility), energy service company, appliance or equipment manufacturer, government body or research agency.

3. Strong quantitative and analytic capabilities, including financial analysis, statistics and economic modelling. Familiarity with basic engineering, thermodynamic and heat transfer principles.
4. Excellent communication skills and ability to establish and maintain effective working relationships with senior officials.

5. Ability to work independently with minimal supervision. Strong leadership capabilities.

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