ADMINISTRATOR (GRADE A2/A3), OFFICE OF NON-MEMBER COUNTRIES, DIVISION FOR EUROPE, THE MIDDLE EAST AND AFRICA, INTERNATIONAL ENERGY AGENCY (IEA)

[Duration of appointment: Fixed term]

Closing date for applications: 6 October 1995

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

Duties

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

1. Participate in economic analysis of energy policies in European economies in transition in areas including: development of oil, gas and other resources; investment in energy industries; regulation of monopolies; energy trade; energy-related environmental issues; energy efficiency; energy demand and consumption.
2. Participate in the preparation of surveys of the energy policies of European economies in transition and report on specific policy issues for the region as a whole.

3. Organise conferences, workshops and seminars on energy policy in co-operation with national governments, industrial and international government bodies.

4. Represent the IEA at conferences and meetings with other government and industrial bodies and develop high-level contacts in pursuit of the IEA’s work outside the Agency.

5. Serve as the IEA desk officer for a number of non-Member countries -- currently Hungary, Romania and Slovenia.

**Principal qualifications**

1. Advanced university degree or equivalent qualification in economics, energy policy or another relevant discipline.

2. Proven skills in energy policy analysis and considerable knowledge and experience of political and economic aspects of national and international energy policy.

3. Experience working on energy sector policies in economies in transition would be a distinct advantage, as would experience of restructuring and/or regulation of energy sector industries. Specific experience in one or more of the fields mentioned under Duty 1 would also be a distinct advantage.

4. Excellent communication skills, a high degree of flexibility, and ability to work under pressure.

5. Excellent drafting ability in English and a working knowledge of French.

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.