OFFICE CIRCULAR

HEAD OF COUNTRY STUDIES DIVISION (GRADE A5), OFFICE OF LONG-TERM CO-OPERATION AND POLICY ANALYSIS, INTERNATIONAL ENERGY AGENCY (IEA)

[Duration of appointment: Fixed term (3 years)]

Closing date for applications: 8 November 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 Long-Term Co-operation and Policy Analysis, the post-holder will be required to direct and supervise the work of the Division, and in particular:

1. Develop and maintain in-depth knowledge of the energy policy developments in all OECD countries and in close co-operation with desk officers provide briefs about relevant developments at short notice.
2. Manage and lead the process for the reviews of Member countries’ energy policies by developing analytical techniques for the evaluation of national energy policies; by participating actively in the examination of countries’ energy policies; by collaborating closely with country desk officers in the preparation of the reviews and by supervising the drafting and co-ordination of the country reports.

3. Direct and supervise a team of desk officers (not only members of Country Studies Division, but also additional members of the LTO) and ensure timeliness of and consistency between individual reviews by different authors.

4. Oversee preparations for meetings of the Standing Group on Long Term Co-operation (SLT), including preparing the Agenda, drafting the annotated agenda, organising the order of business, chairman’s notes, etc. The SLT is the forum for member countries’ international co-operation in energy policies.

5. Co-ordinate the annual preparation and publication of ‘Energy Policies of IEA Countries’ containing all in-depth and standard reviews and a general report on significant global energy developments.

6. Develop and maintain close working relationships with members of delegations, representatives of international and national organisations and energy companies.

7. Liaise closely with the other divisions and offices of the IEA and relevant services of the OECD to exchange information, to identify energy statistics requirements and assist in analysing energy data.

8. Represent the IEA at conferences and seminars of relevance to the country studies process.

**Principal qualifications**

1. Advanced university degree or equivalent in a relevant discipline (economics, public administration).

2. Extensive knowledge of energy markets and industries and experience with the development and implementation of national energy policies.

3. Strong organisational, administrative and analytical skills, as well as strong communication abilities, both oral and written.

4. Proven ability to manage complex co-ordination tasks comparable to the country review process.
5. Well-developed interpersonal skills with the ability to build and maintain effective working relationships in a multi-cultural environment with colleagues, delegations and government officials and to build and lead a team operating in a matrix-management format.

6. Excellent drafting ability in English; working knowledge of French. Knowledge of additional languages would be an asset.