OFFICE CIRCULAR

Subject: Legal Advisor (Grade A2/3) in the Office of the Legal Counsel, Combined Energy Staff

• Closing date for applications: The closing date for applications is 6 weeks after the publication date.

Duties:

1. Directly assist the Legal Counsel in carrying out his responsibility for all legal affairs connected with the implementation of the International Energy Programme, including:

• a) advising on legal questions concerning the organisation, structure and administration of the International Energy Agency;

• b) preparation of documentation bearing on legal and institutional aspects and implications for the Governing Board, the Committee for Energy Policy and other bodies of the Organisation;
• c) preparation and administration of the legal aspects of energy research and development Implementing Agreements;

• d) preparation of and advising on, contracts and such other legal instruments as may be required for the operations of the Agency.

2. Develop and maintain appropriate contacts with delegations and legal experts in national capitals and in the petroleum and other energy industries.

Principal qualifications:

1. A good law degree with emphasis on codified legal systems and course experience in international and/or comparative law.

2. Experience with governmental and/or international organisations as well as experience in the field of energy law and energy policy would be desirable.

3. Excellent knowledge of and drafting ability in English and good knowledge of French are required.