OFFICE CIRCULAR

TWO POSTS OF PRINCIPAL ADMINISTRATOR (GRADE A4) DIVISION, OFFICE OF LONG TERM CO-OPERATION AND POLICY ANALYSIS, COMBINED ENERGY STAFF

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

Duties:

• Under the general supervision of the Division Head:

1. Prepare periodic reviews of national energy policies or specific aspects thereof for a number of IEA Member countries and monitor on a continuing basis all developments relating to energy matters in the countries concerned.

2. Work closely with individual countries’ rapporteurs on reviews of the countries under 1. above and prepare the final reports highlighting significant points arising out of individual countries’ examination by the Standing Group on Long-Term Co-operation and including conclusions or recommendations for future government policy in the country in question.
3. Participate in the preparation of a general report on the status of Member countries’ energy policies and programmes based on the findings of the individual country reports.

4. Assist in the formulation of national and international policy proposals to facilitate the achievement of agreed IEA energy policy goals.

5. Participate in the preparation of questionnaires to be completed by national administrations for the review of specific energy policy areas or for examination of the overall energy policy of a Member country to provide the necessary information to the Secretariat and other Delegations for the country’s examination, and analyse the replies received.

6. Perform a number of general tasks in the country review process, in particular preparing statistical questions, country report format and advising on scheduling and composition of review teams.

7. Establish and maintain good contacts with national delegations and with administrations in capitals of Member countries, energy industries and other energy interests, including assuring full participation of countries in the review process and timely submission to the Secretariat of all key documentation on the evolution of national energy policies.

8. Participate in specific projects of the Office as required.

Principal qualifications:

1. University degree or equivalent in a relevant discipline.

2. Extensive energy policy experience in a national government or international organisation.

3. Very good understanding of problems of energy policy and related economic questions.

4. Very good ability to handle and analyse statistics. Experience in the use of computers would be an advantage.

5. Good ability to work in a team and under time pressure.

6. Very good knowledge and drafting ability in one of the official languages of the Organisation (English and French) and good knowledge of the other.