OFFICE CIRCULAR

SUBJECT: POSSIBLE VACANCY FOR A SPECIAL ASSISTANT TO THE DEPUTY EXECUTIVE DIRECTOR OF THE INTERNATIONAL ENERGY AGENCY (GRADE A2/3)

Closing date for applications: 14th October 1991.

Duties:

1. Provide assistance to the Deputy Executive Director in all of his functions.
2. Undertake analysis and assist in the preparation of policy position papers.
3. Review and assess all documents and correspondence coming into the Deputy Executive Director’s office and prepare replies and action recommendations.
4. Draft speeches, speaking notes and articles for the Deputy Executive Director.
5. Coordinate with the Combined Energy Staff, with other parts of the Organisation, and with delegations of member countries, on ongoing and special project work, documentation for committee meetings and administrative arrangements.

6. Work independently on special assignments for the Deputy Executive Director.

Principal qualifications:

1. University degree or equivalent in a relevant discipline.

2. Energy experience in government and/or an enterprise or profession, preferably in an area related to senior level policy formulation.

3. Demonstrated drafting ability in English.

4. Very good knowledge of either the English or French language, and good knowledge of the other.

5. Good managerial skills.