OFFICE CIRCULAR

SUBJECT: VACANCY FOR TWO ADMINISTRATORS (GRADE A2/A3) IN THE ENERGY CONSERVATION DIVISION, COMBINED ENERGY STAFF

Closing date for applications: 14th October 1991.

Duties:

1. Under the guidance of the Head of Energy Conservation Division, participate in:
   - A variety of analyses of national energy conservation potential, programmes and results in the framework of the IEA Long-Term Co-operation Programme;
   - In-depth studies of specific problems of energy efficiency;
   - The review of the energy efficiency and conservation programmes in IEA Member countries;
- The provision of assistance to Member countries in carrying out their energy efficiency and conservation programmes;
- The work of the IEA Conservation Sub-Group, as appropriate, and prepare, on the basis of the results of this work, recommendations for approval by the Standing Group on Long-Term Co-operation.

2. Under the guidance of the Head of Country Studies Division, act as desk officer for two Member countries of the IEA and undertake, with rapporteurs from Member countries, the regular reviews of their energy policies and programmes.

3. Establish and maintain professional contacts with other divisions of the IEA and Delegations; and knowledgeable individuals and organisations in the field of energy conservation.

Principal qualifications:

1. University degree in a relevant discipline.

2. Overall energy policy experience, preferably with a national administration.

3. Knowledge of and experience in policy analyses relating to energy efficiency, and knowledge of the environmental implications of energy efficiency both in and outside the OECD region.

4. Very good knowledge of, and very good drafting ability in, one of the official languages of the Organisation (English and French) and good knowledge of the other official language.