OFFICE CIRCULAR

SUBJECT: PRINCIPAL ADMINISTRATOR (GRADE A4) IN THE ALTERNATIVE ENERGY SOURCES DIVISION, COMBINED ENERGY STAFF

Closing date for applications: 14th October 1991.

Duties:
1. Under the supervision of the Head of Alternative Energy Sources Division:
   a) undertake detailed analysis of the natural gas industry and markets and of issues affecting the increased use of gas including changes in regulatory approach, international trade, competing fuel prices, environmental issues and changes in technology;
b) undertake specific studies as required with particular emphasis on issues related to energy production, energy security and energy and the environment in IEA countries;

c) draft documents and reports on the above subjects.

2. Under the guidance of the Head of Country Studies Division, act as Desk Officer for two IEA Member countries; establish and maintain regular contacts with officials in those countries and, with Rapporteurs from Member countries, undertake regular reviews of their energy policies and programmes.

3. Establish and maintain professional contacts with other Divisions of the Combined Energy Staff and Delegations and knowledgeable individuals and organisations in the fields of natural gas and other fuels.

Principal qualifications:

1. University degree in economics or equivalent in a relevant discipline.

2. Energy policy and management experience with government and/or in industry. Specific experience in the natural gas industry or on gas questions would be an advantage.

3. Experience in the use of database, spreadsheet and word processing computer systems on micro computers.

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