OFFICE CIRCULAR

HEAD OF THE ENERGY CONSERVATION AND EFFICIENCY DIVISION (GRADE A5), OFFICE OF LONG-TERM CO-OPERATION AND POLICY ANALYSIS, INTERNATIONAL ENERGY AGENCY (IEA)

[Duration of appointment: Fixed term (3 years)]

Closing date for applications: 15 July 1996

The OECD is an equal opportunity employer and encourages applications from female candidates

Role

Under the guidance of the Director of the Office (A7), the main responsibilities of the post-holder will be to analyse, develop, and promote policies and approaches aimed at achieving IEA objectives in relation to improving energy efficiency.

Main Duties

1. Lead the analysis, research and promotion of energy efficiency policies in IEA Member countries and design and implement the Division's studies in those areas.

2. Supervise and manage the Division's staff in designing, undertaking and writing reports and analyses on energy efficiency opportunities in the various end-use sectors, on the factors restricting improvement of energy efficiency, and on policy investments to reduce these factors.
3. Ensure that the IEA’s role and position relating to energy efficiency are clearly understood and articulated by the entire Agency. Assist in reviews of energy policies of Member and non-Member countries by providing advice on the effects of policies that influence the level/improvement of energy efficiency.

4. Design and implement multilateral programmes aimed at enhancing the improvement of energy efficiency in non-Member countries, including dissemination of information on Member countries’ approaches and policies, their experiences and lessons learned. Explore the IEA’s involvement and activities pursuant to the Protocol on Energy Efficiency and Related Environmental Aspects under the Energy Charter Treaty.

5. Assist other Divisions of the IEA as appropriate, to perform analyses of unconventional energy use including waste heat recovery and non-hydro renewables, their economics, applications and policies for their promotion.

6. Develop and maintain collaborative relationships with Delegations and appropriate international and national bodies, academic institutions, industrial energy consumers and a broad range of experts with respect to designing and implementing the activities of the Division. Represent the IEA at various conferences, seminars, etc.

7. Assist in the work of the Standing Group on Long-Term Co-operation (SLT) and other IEA Standing Groups, as appropriate, and manage, in consultation with the Office Director, the Secretariat support activities for the SLT Sub-Group on Energy Conservation.

8. Develop appropriate statistical and economic tools to address market barriers to deployment of new efficient technologies in co-operation with the Economic Analysis and Statistics Divisions.

**Principal Qualifications**

1. Advanced university degree, preferably in a relevant discipline (e.g. economics, engineering).

2. Extensive knowledge of the energy sector, in particular of energy end-use and technologies. Experience in the economic and political analysis of energy efficiency or in the energy field in general, especially on the demand side. Capacity to assess new programmes and policies, as well as to evaluate past policies. Good understanding of the different sectors (transportation, household and appliances, services, industry, power generation, etc.).

3. Considerable experience in planning and/or analysing energy policies and, preferably, broad policy experience in that field at national and/or international level.

4. Strategic vision and good anticipatory skills based on experience in order to identify areas where the IEA can contribute effectively to policy-making in Member countries.

5. Skills to build and manage teams as well as to operate with a diverse range of experts from industry, academia and other non-governmental organisations.

6. Capacity to work at senior policy level with Member and non-Member countries and to establish senior-level networking within industrial organisations and industry.

7. Excellent oral and written communications skills in English; working knowledge of French.
GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be between the ages of 21 and 55 years (for certain posts, the age limit may be exceptionally lowered or raised).

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: Unless otherwise mentioned in the Vacancy Notice, in the case of an established official being chosen for the post, an appointment of indefinite duration may be offered, and in all other cases, a fixed-term appointment will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Those who are not to be interviewed will be so informed. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should do so on an application form obtainable from the Personnel Service. Applications should be sent to this Service, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

February 1996