ADMINISTRATOR (GRADE A2/A3), ENERGY CONSERVATION AND EFFICIENCY DIVISION, OFFICE OF LONG-TERM CO-OPERATION AND POLICY ANALYSIS, INTERNATIONAL ENERGY AGENCY (IEA)

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

Closing date for applications: 4 November 1996

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

Role

Under the supervision of the Head of Division, the main responsibility of the post-holder will be to analyse energy end-use patterns in all sectors with a special focus on fossil fuels end-uses and to contribute this work to international discussions relating to energy efficiency.

Main Duties

1. Define the key areas of fossil fuels end-uses and their respective share of the total corresponding consumption and play an active role in international discussions relating to energy efficiency and stationary end-use of fossil fuel.

2. Conduct studies assessing policies that could be used to improve energy efficiency and reduce greenhouse gas (GHG) emissions associated with fossil fuel use in the residential, commercial and industrial sectors.
3. Organise or collaborate in the organisation of workshops and conferences aimed at transferring knowledge and expertise from one country to another and therefore facilitate discussion among countries on policies and programmes being used to improve energy efficiency and reduce GHG emissions.

4. Design, evaluate and implement information collection and dissemination systems regarding energy efficiency in the different areas of fossil fuel end-uses in the residential, commercial and industrial sectors.

5. Design and conduct a variety of analyses of national energy efficiency potential and energy efficiency policies and programmes in Member countries in the residential, commercial and industrial sectors. Evaluate how past policies and programmes have affected energy consumption and GHG emissions related to the stationary use of fossil fuel. These studies will be carried out in consultation with other divisions.

6. Disseminate information among Member countries by preparing and assisting in the management of IEA-sponsored workshops, seminars and conferences on various issues concerning energy efficiency in residential, commercial and industrial sectors. In collaboration with the Sub-Group on Energy Conservation and associated expert groups, define the workshop agenda and secure the participation of relevant experts.

7. Participate in the country review process and serve as a desk officer for a few IEA Member countries. This includes following events in energy policy in the relevant countries, preparing standard reviews, contributing to Agency documents which focus on specific issues within Member countries (e.g. electricity and other fuels studies), preparing briefs for the Executive Director, and planning and conducting in-depth reviews.

8. Participate in reviews of non-Member countries, focussing on energy efficiency and related topics. Prepare relevant chapters, and ensure consistency among other chapters regarding energy efficiency.

Carry out other related duties as assigned.

Principal Qualifications

1. University degree in a relevant discipline.

2. Overall energy policy experience with a national or state administration or a utility regulatory authority. Several years' experience in energy policy relating to fossil fuel use in the residential, the commercial and the industrial sectors. Knowledge of how fossil fuel is being used and associated technologies (boilers, gas heat pumps, etc.) as well as the environmental implications of fossil fuel end-uses, both in and outside the OECD region.

3. Strong quantitative, analytic and reasoning skills relating to financial analyses, cost-benefit analysis, statistics and basic engineering.
4. Ability to work independently, with minimal guidance, to work well within a group and to establish and maintain effective working relationships with senior officials. Excellent oral and written communication skills.

5. Excellent knowledge of one of the two official languages of the Organisation (English and French), and good knowledge of the other.

N.B. The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.
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