OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), ENERGY AND ENVIRONMENT DIVISION, OFFICE OF LONG-TERM CO-OPERATION AND POLICY ANALYSIS, INTERNATIONAL ENERGY AGENCY (IEA)

[Duration of appointment: Fixed term]

Closing date for applications: 11th March 1997

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

Role

Under the supervision of the Head of Energy and Environment Division, the main responsibilities of the post-holder will be to conduct analyses of international, energy-related environmental issues in IEA Member and non-member countries; develop conceptual approaches for elements of the programme of work; work with more junior Division staff on methodological design and quantitative assessment approaches; serve as country desk officer for energy policy reviews of one or more IEA member countries, and help integrate Division activities with other Divisions in the IEA and OECD.

Main Duties

1. Investigate and provide in-depth advice on the relationship of the environment to the energy sector and on the development of policies to integrate fully environmental considerations into energy policy formulation and development.
2. Contribute to the overall development and direction of the Division's work programme, giving guidance to more junior staff on project content, design and conduct, as appropriate.

3. Assume a principal role in the co-ordination of Division work with other relevant Agency activities, particularly non-Member country work and economic analysis. Foster close working relationships with other relevant components of the IEA and the OECD, and maintain good co-operative working relationships particularly with OECD/Environment.

4. Help integrate the IEA's work on energy and the environment and relate the work programme to global events into a comprehensive and cohesive manner.

5. Conduct high-quality quantitative and qualitative policy analysis of international, energy-related environmental issues such as climate change and write papers and reports to communicate important findings to IEA oversight bodies, international policy experts and conferences.

6. Represent the IEA in international fora on economic and environmental issues, especially energy/environment policy modelling and international processes related to implementation of the Framework Convention on Climate Change.

7. Serve as IEA Desk Officer for energy policy reviews of The Netherlands.

8. Serve as ad hoc Environment Division expert to support Non-Member Countries Division activities in east Asia.

9. Assist the Division Head with project management, administration and co-ordination issues, and act in the Division Head's absence in a decision-making capacity, as appropriate.

Principal Qualifications

1. Advanced university degree in environmental or resource economics with significant professional experience, preferably in a direct staff or consulting capacity to one or more of the following: government ministries, regulatory agencies, universities, laboratories or research institutes.

2. Advanced knowledge of current practice and theoretical constructs (models and methods) used to analyse international energy/environment policy issues, with an ability to respond within very short time frames. Analysis must be rigorous and objective to anticipate and guide policy discussions.

3. Demonstrated knowledge of the energy industry: characteristics of supply (primary energies availability), transformation (with a special emphasis on the power sector) and demand (sectoral approaches and behavioral attitudes in mobility, electrification, stationary fossil fuels end-uses) with a strong emphasis on the role of prices (short-term and long-term elasticities).

4. Highly-developed skills in communicating (written and oral) complex technical issues to non-experts and policy makers.
5. Proven analytical ability to identify and measure the environmental consequences (effects) of diverse energy policy measures being considered by governments with widely varying levels of ownership and control in the energy sector.

6. Resourceful and organised work practices with a capacity to successfully complete the standing responsibilities of the position, as well as an ability to complete evolving assignments, cover meetings to co-ordinate joint projects with other IEA Divisions and the OECD, and provide administrative support to the Division Head in a working environment with frequent changes in priorities or obligations.

7. Excellent knowledge of one of the two official languages of the Organisation (English and French), and working 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