HEAD OF COUNTRY STUDIES DIVISION
Grade A5
Office of Long Term Co-operation and Policy Analysis,
International Energy Agency

EXD/HRM/VAC(2001)114

Fixed term appointment : three years

The International Energy Agency (IEA) of the OECD, an international organisation based in Paris, is looking for a Head of the Country Studies Division to manage the country desk officers carrying out the reviews of the Member governments’ energy policies and to oversee preparations for meetings of the Standing Group of Long-Term Cooperation. The person will work under the guidance of the Director of the Office of Long Term Co-Operation and Policy Analysis in the IEA.

The job...

1. Manage and lead the in-depth reviews of Member countries’ energy policies. This involves communicating with governments concerning national energy policies; setting up review teams and participating actively in the examination of countries’ energy policies; collaborating with country desk officers in the preparation of the reviews; and supervising the drafting and co-ordination of the country reports to ensure high analytical quality, timeliness and consistency.

2. Direct and supervise a team of desk officers (not only members of Country Studies Division, but also other members of the Long-Term Office) in monitoring the energy policy developments in the Member countries and producing standard reviews and briefs about relevant developments when necessary.

3. Oversee preparations for meetings of the Standing Group on Long Term Co-operation (SLT), including preparing the agenda, drafting the annotated agenda, communicating with the chairman. (The SLT is the forum for Member countries to develop energy policy analyses.)

4. Co-ordinate the annual preparation and publication of ‘Energy Policies of IEA Countries’ containing all in-depth and standard reviews and an overview on significant energy policy developments.

5. Assist the Director in co-ordinating the Programme of Work and managing the budget of the Long-Term Office.

6. Develop and maintain close working relationships with members of Delegations, representatives of international and national organisations and energy companies.

JT00118297
11-Dec-2001
7. Liaise closely with the other Divisions and Offices of the IEA and relevant services of the OECD to exchange information, to identify energy statistics requirements and assist in analysing energy data.

8. Represent the IEA at conferences and seminars of relevance to the country studies process.

**The person we are looking for should have...**

1. An advanced university degree or equivalent in economics or public administration.

2. Proven ability to manage complex co-ordination tasks, comparable to the country review process in a multicultural environment.

3. Minimum 15 years’ experience in international relations and public administration to build and maintain effective working relationships with Delegations and government officials of Member countries.

4. Knowledge of energy markets and energy policies.

5. Strong organisational, administrative, interpersonal and analytical skills with the ability to build and maintain effective working relationships in a multicultural environment with co-workers and to build and lead a team operating in a matrix-management format. Experience in a budget process would be desirable.

6. Excellent drafting ability in English. Knowledge of additional languages would be an asset.

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We are an equal opportunity employer and encourage applications from female candidates.


*Only candidates selected for interview will be contacted.*

*For more information on OECD and our recruitment, please see [www.oecd.org](http://www.oecd.org)*