OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4),
ENERGY CONSERVATION AND EFFICIENCY DIVISION,
INTERNATIONAL ENERGY AGENCY (IEA)

[Duration of appointment: Fixed term]

Closing date for applications: 2 April 1997

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

Role

Under the guidance of the Head of Energy Conservation and Efficiency Division, the main responsibility of the post-holder will be to analyse energy efficiency policies implemented by Member and non-Member countries. Special emphasis will be put on market deployment activities related to energy efficiency products and services. A great deal of effort will need to be put on the production of publications targeted to Member and non-Member countries.

Main Duties

1. Take a leading part in defining the Agency's role and activities in energy efficiency, and developing the Agency's position and representing its interests accordingly within various international fora. This includes active and ongoing interaction not only with experts from within the OECD/IEA and its Member government representatives, but also with other international organisations, researchers, and non-governmental organisations.
Initiate and conduct detailed studies and analyses of energy efficiency policies employed by Member and non-Member countries, such as measurement and evaluation - analyzing the extent to which energy efficiency policies employed by Member countries are achieving their goals; demand-side management; technology procurement; international energy efficiency comparisons; and energy efficiency standards. Provide substantive comment on energy efficiency sections of country reviews.

Participate, under the guidance of the Head of Country Studies Division, in the country review process and serve as a desk officer for one or two IEA Member countries. This includes following events in energy policy in the countries concerned, preparing standard reviews, contributing to Agency documents which focus on specific issues within Member countries (e.g. gas and electricity studies), preparing briefs for the Director of the Long-Term Co-operation Office, and planning and conducting in-depth reviews.

Participate in reviews of non-Member countries, focusing on energy efficiency and related topics and act as lead author for related parts of energy sector reviews. Design and implement multilateral programmes aimed at enhancing the improvement of energy efficiency in non-Member countries.

Prepare and manage IEA-sponsored workshops and seminars on various issues concerning energy efficiency and related topics. Identify the relevant issues, work with the Sub-Group on Energy Conservation and associated expert groups to define the workshop agenda, secure the participation of relevant experts, oversee the logistical activities, and ensure that the event is managed appropriately.

Undertake other energy efficiency related work as required.

Principal Qualifications

1. Advanced university degree(s) in relevant disciplines (e.g. engineering or economics).

2. Extensive experience relevant to energy efficiency policy and analysis preferably within an energy company (including electric or gas utility), energy service company, appliance or equipment manufacturer, government body or research agency.

3. Practical experience of market deployment activities to promote energy efficiency such as technology procurement initiatives. Experience in negotiating with industries, governments and public utilities.

4. Strong quantitative and analytic capabilities, including financial analysis, statistics and economic modelling. Familiarity with basic engineering, thermodynamic and heat transfer principles.

5. Excellent communication skills and ability to establish and maintain effective working relationships with senior officials.

6. Ability to work with minimum supervision. Proven ability to take a leading role in conducting multiple projects managed in an informal fashion.
7. Excellent knowledge of one of the 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 less than 65 years old at the time of appointment.

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 Human Resource Management. Applications should be sent to this service, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

January 1997