OFFICE CIRCULAR

ADMINISTRATOR (GRADE A2/A3), ENERGY TECHNOLOGY POLICY DIVISION, OFFICE OF ENERGY TECHNOLOGY AND R&D, INTERNATIONAL ENERGY AGENCY (IEA)

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

Closing date for applications: 1st April 1997

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

Role

Under the supervision of the Head of Division, the main responsibilities of the post-holder will be to provide Secretariat support to IEA advisory bodies, Member countries and Implementing Agreements in areas related to transportation and other energy technologies, including environmental issues and undertake related technology policy studies.

Main Duties

1. Develop transportation sector activities relating to international technology collaboration, including analysis of emerging technologies; organise and participate in expert meetings and conferences to examine R&D and support efforts to improve existing co-operation and/or to develop new co-operation; report to IEA Working Parties and to the IEA Committee on Energy Research and Technology (CERT).
2. Support IEA implementing Agreements in the field of energy end-use technologies, helping them develop strategic plans and publicise their international collaborative activities in the most effective way; participate in developing new collaborative projects; monitor and help guide the Executive Committees in the implementation of their work programmes, in the dissemination of information towards potential new participants, both from government and non-government entities and from Member and non-member countries.

3. Participate in preparations for meetings of the CERT and its subsidiary bodies, and other groups as required; participate in transportation and other relevant meetings of the OECD and of the ECMT; provide support for the development of reports, analyses and information items for these meetings.

4. Assist in the conduct of reviews of IEA Member countries’ technology and R&D programmes, examining both specific areas of energy technology development and environmental developments which could affect the pace or structure of technology development through direct contacts with capitals.

5. Contribute to the organisation of conferences and workshops in IEA Member countries and, as required, non-member countries, on IEA collaborative technology activities, in close liaison with other entities of the IEA, as well as other international organisations.

**Principal Qualifications**

1. Advanced university degree in a relevant technical or economic discipline.

2. Experience in energy R&D and dissemination; experience with the technical, economic and political conditions associated with such programmes; familiarity with consultative and committee procedures; experience with the diffusion and commercialisation of R&D results. Background relating to the transportation sector would be an advantage.

3. Demonstrated ability to prepare reports quickly and clearly in written form on complex technical issues; familiarity with the operation and maintenance of computerised database systems.

4. Very good knowledge of one of the two official languages of the Organisation (English and French); 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