OFFICE CIRCULAR

HEAD OF DIVISION (GRADE A5), DIVISION OF ENERGY TECHNOLOGY COLLABORATION, OFFICE OF ENERGY TECHNOLOGY, EFFICIENCY AND R&D, INTERNATIONAL ENERGY AGENCY (IEA)

Closing date for applications: 3 June 1997

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

Role

Under the guidance of the Office Director, the main responsibilities of the post-holder are to manage the activities and staff in the Energy Technology Collaboration Division which includes responsibility for selected Implementing Agreements among IEA Member countries (NMC), developing and maintaining relationships with non-Member countries on technology issues, responding to requirements from the Committee on Energy Research and Technology and three of its subsidiary bodies and developing and undertaking studies relating to energy technology policy issues.

Main Duties

1. Direct the work programme of the Energy Technology Collaboration Division, consult with other IEA and OECD Divisions on joint projects and cross-cutting activities. Manage the staff of the Division, consistent with IEA/OECD guidelines, and provide strategic leadership and guidance on activities of the Division.
2. Supervise, monitor and participate in a wide range of IEA-sponsored collaborative projects in energy R&D technology, demonstration and dissemination particularly relating to energy production and supply to ensure optimal co-ordination of their activities and to promote enhanced industry and non-Member country participation where appropriate.

3. Develop a policy approach to the establishment and operation of IEA Implementing Agreements, provide guidance on operation of Agreements and key issues arising in the management of the overall technology collaboration programme. Advise on the establishment of new Agreements and supervise the four-yearly review and reporting on the achievements of the technology collaboration programme and recommendations for action to improve the programme.

4. Develop a policy approach to involvement of non-Member countries in technology collaboration programmes, undertake consultations with new NMC participants on terms and conditions of participation and identify potential new participants. Monitor and report on trends in NMC activity for the Governing Board and senior committees.

5. Oversee and provide strategic focus for the development of work programmes and activities of three Working Parties of the Committee on Energy Research and Technology (CERT), and provide high level advice to those bodies, and senior officials in Member countries, on activities and strategies of the Working Parties.

6. Develop, supervise and undertake technology policy studies on high-priority issues related to energy technologies and their role in addressing energy security and environmental concerns. Prepare recommendations for consideration and action by Member countries.

7. Develop strategies and programmes on technology aspects of global climate change responses in consultation with other IEA/OECD Divisions. Liaise with senior officials in Member and non-Member countries and industry on activities under this programme and provide guidance to the CERT and its Working Parties.

8. Contribute to and assist IEA Member countries in the setting up, organisation and conduct of conferences, seminars and workshops on energy technology topics, selected at policy-making level (notably on issues relating to technology assessment, characterisation, data and modelling of new energy technologies).

N.B. The responsibilities of the postholder could be expanded to cover also some energy technology and/or energy efficiency policy issues as a result of a possible future restructuring of the secretariat.

**Principal Qualifications**

1. Advanced university degree in an appropriate discipline and 10 years' demonstrated competence in the technical, economic and commercial issues associated with energy technology R&D and deployment.

2. Senior-level experience in the analysis of energy technology policies and programmes, and in the formulation of new programme objectives.
3. Proven ability to analyse complex national and international policy issues and prepare analytical papers and recommendations for action or discussion at Ministerial-level meetings and by other bodies.

4. Previous senior managerial experience relating to the major aspects of international energy technology policy and R&D programmes, and leadership in the co-ordination of working groups and advisory bodies. Proven ability in managing a multinational professional team.

5. Demonstrated excellent drafting skills in one of the official languages of the Organisation (English and French) and some knowledge of the other. Authorship of published works is required.
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: A fixed-term appointment (usually for two or three years, with the possibility of renewal) 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.

April 1997