OFFICE CIRCULAR

HEAD OF THE ADMINISTRATIVE UNIT (GRADE A4),
INTERNATIONAL ENERGY AGENCY (IEA)

[Duration of appointment: Fixed term]

Closing date for applications: 5 August 1997

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

Role

Under the authority of the Executive Director and Deputy Executive Director, the main responsibility of the post-holder will be to provide assistance on all administrative matters to senior IEA management (personnel; budget; and general administration). This will include management of a small team of administrative and support staff.

Main Duties

1. Assist and advise the Executive and the Deputy Executive Director and senior management of the IEA on policy implementation in the areas of personnel, budget and general administration. This includes drafting relevant documents, proposing lines of action and monitoring the implementation of decisions taken.

2. Assist and advise senior management of the IEA on questions related to recruitment of all categories of staff, including project staff and consultants. This includes initial screening of candidates, participation in the interviewing process, administration and
co-ordination of the IEA's recruitment activities within the IEA and with Human Resource Management, drafting proposals for nominations and correspondence related to recruitment, and proposing ways of streamlining and enhancing the IEA's recruitment activities.

3. Assume substantial responsibility for the IEA's implementation and continuous evaluation of policies for staff management and development, including the annual review of staff performance.

4. Assist and advise the Executive Director, Deputy Executive Director and all levels of management of the IEA in effective financial management of the Agency. This includes: setting financial standards and procedural rules for the Agency; preparation of the annual Budget of the Agency in line with the Programme of Work in close co-ordination with IEA Office Directors, Division Heads and the OECD Budget/Finance Service; monitoring expenditure against Budget and reporting; assuming overall responsibility for execution of the Budget and authorisation of expenditure; acting as Secretary to the IEA Committee on Budget and Expenditure; contact with Delegations of Member countries on the IEA Budget; preparation of documents for the IEA Committee on Budget and Expenditure and the Governing Board.

5. Participate in regular meetings with the IEA Executive Director and senior management on issues related to the financial management of the Agency, staff recruitment, management and development. Prepare briefs and documentation; propose lines of action and monitor implementation of decisions taken.

6. Supervise administrative staff within the Unit as well as clerical support staff attached to the Unit.

7. Liaise and co-operate with the central administration of the Organisation in the execution of the assigned tasks.

**Principal Qualifications**

1. University degree in business administration or other appropriate discipline, or equivalent experience.

2. Substantial experience in management, with particular emphasis on recruitment, staff development, finance and administration. Experience in performing an advisory role to senior managers in these areas.

3. Proven ability to organise and co-ordinate numerous administrative activities and to develop and maintain professional contacts at all levels within and outside the IEA/OECD. Ability to supervise administrative staff, and to work effectively in a multicultural environment.

4. Excellent knowledge and drafting ability in one of the two official languages of the Organisation (English and French), and good knowledge of the other. Knowledge of one or more other languages of Member countries would be an advantage.
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: 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 a post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

April 1997