OFFICE CIRCULAR

COAL EXPERT (GRADE A4), ENERGY DIVERSIFICATION DIVISION, OFFICE OF LONG-TERM CO-OPERATION AND POLICY ANALYSIS, INTERNATIONAL ENERGY AGENCY (IEA)

[Duration of appointment: Fixed term]

Closing date for applications: 12 August 1997

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

Role

Under the supervision of the Head of Division (A5), the main responsibilities of the post-holder, as the Agency's key expert on coal, will be to monitor and analyse developments in the coal industry, carry out studies on coal and take forward coal policy issues in the context of wider energy market developments and of the Agency's general energy objectives, in co-operation with other Agency staff and external contacts.

Main Duties

1. Monitor and analyse developments in the coal industry and markets, taking account of related developments, e.g. in the electricity and financial markets. Prepare regular coal market reports for the IEA Governing Board.

2. Undertake in-depth policy analyses of the coal industry and markets in the context of regulatory reform, market liberalisation, financial market developments relevant to coal, international trade, environmental developments, changes in technology and energy security concerns.
3. Establish and maintain professional contacts with key organisations and individuals outside the Agency in the field of coal. Maintain contact with, and support the functioning of, the Coal Industry Advisory Board (CIAB).

4. Represent the Agency in relevant international fora and deliver presentations and papers.

5. Contribute to activities on coal conducted elsewhere in the Agency, including commentary on annual coal statistics and quantification of coal subsidies. Contribute to reviews of coal issues in non-member countries of the IEA.

6. Act as Desk Officer for one or more IEA member countries, under the guidance of the Head of Country Studies Division, maintaining contact with officials of those countries, and undertaking reviews of their energy policies and programmes.

7. Assist the Division Head with project management and administrative issues, as appropriate. Contribute to the overall development and direction of the Division's work programme.

**Principal Qualifications**

1. Advanced university degree in economics or equivalent in a relevant discipline.

2. Significant and specific experience on coal energy policy issues is essential. Industry or financial experience is desirable. Knowledge/experience of electricity issues and markets also desirable.

3. Proven and highly-developed analytical abilities applied in a policy context.

4. Highly-developed communication skills (oral and written). Ability to draft clearly and succinctly on complex and technical issues for a non-expert audience.

5. Committed team worker, able to establish and maintain contacts within and outside the Agency and to work effectively in a multicultural environment. Resourceful and organised work practices, with capacity to deal effectively with changing priorities, complete work on time to a consistently high standard and take forward several projects simultaneously.

6. Experience of, and facility with, the use of word processing, spreadsheets and databases on microcomputer systems.

7. Excellent knowledge of English and good working knowledge of French. Knowledge of one or more other languages 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 this 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