OFFICE CIRCULAR

HEAD OF ECONOMIC ANALYSIS DIVISION (GRADE A5), OFFICE OF LONG-TERM CO-OPERATION AND POLICY ANALYSIS, INTERNATIONAL ENERGY AGENCY (IEA)

[Duration of appointment: Fixed term]

Closing date for applications: 16 September 1997

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

Role

Under the general guidance of the Office Director for Long-Term Co-operation and Policy Analysis, the main responsibilities of the post-holder will be managing and directing work whose objective is to provide and develop economic analyses for the energy sector and its relationship with the macroeconomy and the environment in order to provide quantified grounds for energy and environment policy making, for current issues and future prospects.

Main Duties

1. Take managerial responsibility for the smooth running of the Economic Analysis Division, provide technical guidance to the Division's staff and prepare and implement its work programme. Supervise, motivate and contribute to the professional development of staff under his/her direction within the framework of the staff policy of the Organisation. Undertake general management tasks, including recruitment procedures (interviewing and assessing candidates for professional posts).
2. Carry out economic analysis in the energy field, related to the energy policy work of the Agency. Undertake major studies of particular energy areas including, in particular, analysis of: macro and microeconomic factors (internal or external to the energy sector); structural elements which affect the supply of or demand for energy; and sectoral studies, as required. A wide variety of analytical tools will be employed.

3. Co-operate with divisions and departments in the OECD, the Nuclear Energy Agency, and other national and international organisations, companies or research bodies, in the analysis of the impact of energy market developments on the macroeconomies of OECD Member and non-Member countries; and of the impact of macroeconomic developments on the supply of and demand for energy.

4. Contribute to the analysis of the relationship between energy use and the environment and the potential impact of possible environmental policies on energy markets.

5. Participate in the preparation of medium and long-term energy outlooks using methods including economic modelling, scenario development, Delphi surveys, as appropriate.

6. Develop and maintain contacts at a high level with members of delegations and representatives of industry and other institutions involved in energy market assessments. Organise appropriate workshops and seminars.

7. Carry out such other duties in the field of economic analysis and research as may be required in order to fulfil the work programme of the Agency.

**Principal Qualifications**

1. Advanced university degree in economics or demonstrated relevant expertise.

2. Proven skills in economic analysis of the energy sector and of the workings of energy policies.

3. Knowledge and experience of the construction, use and communication of energy models (econometric and linear techniques, identification of various price setting mechanisms, analysis of inter-energy competition) for the different energy-related sectors.

4. Proven ability in managing a multinational professional team.

5. Ability to establish and maintain contacts with senior officials in national and international fora. Very good communication skills with capacity to convey common understanding.

6. Excellent knowledge of and drafting ability in English; working knowledge of French.
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