

**ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT**

UNCLASSIFIED

Paris, 10-Aug-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 10-Aug-1999

HRM/VAC(99)53

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

**ENERGY ANALYST (COAL), (GRADE A2/A3),
ENERGY DIVERSIFICATION DIVISION,
OFFICE OF LONG TERM CO-OPERATION AND POLICY ANALYSIS,
INTERNATIONAL ENERGY AGENCY**

Closing date for applications: 16 September 1999

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

Role

The post is located in the Energy Diversification Division within the Office of Long Term Co-operation and Analysis of the IEA and reports to the Head of Division (Grade A5). The post-holder is the Agency's key expert on coal. He/she is responsible for monitoring and analysing developments in the coal industry, for carrying out studies on coal for managing the relationship with the Agency's Coal Industry Advisory Board (CIAB) and for taking 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 reports for IEA publications including coal statistics and coal subsidies.
2. 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 Member and non-member countries of the IEA.

80470

3. 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.
4. Represent the Agency in relevant international fora. Prepare presentations and papers for Executive Director and other senior staff.
5. 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 and Core Competencies

1. Advanced university degree in economics with an energy specialisation or equivalent in relevant discipline.
2. Minimum 5 years' specific experience on coal energy policy issues is essential. Industry or financial experience is desirable. Knowledge/experience of electricity issues and markets would be an advantage.
3. Proven and 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 with proven ability to work in a multi-cultural environment. Ability to establish and maintain contacts within and outside the Agency. 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 micro computer systems.
7. Excellent knowledge (oral and written) of one of the official languages of the Organisation (English and French). Good working knowledge of the other. Knowledge of one or more other languages would be an advantage.

N.B. The appointment may initially be made 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 nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply: (applications *must* include the vacancy reference number, nationality, sex, and date of birth)
Choose *one* of the following methods only:

1. Recruitment information and online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. list of publications where appropriate. NB. Copies of diplomas, qualifications etc are *not* required at this stage.

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. Candidates who are not native speakers of either of the two official languages, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

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 the place of work is Paris. 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.