

Paris, 17-Aug-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 17-Aug-1999

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OFFICE CIRCULAR

**ADMINISTRATOR (GRADE A2/A3)
DIVISION FOR EUROPE, THE MIDDLE EAST AND AFRICA,
OFFICE OF NON-MEMBER COUNTRIES,
INTERNATIONAL ENERGY AGENCY (IEA)**

Closing date for applications: 16 September 1999

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

Role

Under the supervision of the Head (Grade A5) of the Non Member Countries Division for Europe, Middle East and Africa, the main responsibilities of the post-holder will be to co-ordinate and contribute to specific non-Member country projects dealing with European economies in transition.

Main Duties

1. Participate in economic analysis of energy policies in European economies in transition in areas including: energy policy development and reform, development of oil, gas and other resources; investment in energy industries; energy regulation and regulation of monopolies; energy trade and transit; energy-related environmental issues; energy efficiency and energy demand.
2. Participate in the preparation of surveys or other studies of the energy policies of Central and Eastern European economies in transition and the Black Sea Region and report on specific policy issues for the region as a whole.
3. Organise conferences, workshops and seminars on energy policy in co-operation with national governments, industrial and international governmental bodies.

4. Represent the IEA at conferences and meetings with other government and industrial bodies and develop high-level contacts in pursuit of the IEA's work outside the Agency.
5. Serve as the IEA desk officer for a number of non-Member countries, including Balkan countries, Bulgaria, Czech Republic, Poland, Romania, Slovak Republic and Slovenia.

Principal Qualifications and Core Competencies

1. Advanced university degree in economics, energy policy or another relevant discipline.
 2. Proven skills in energy policy analysis; and considerable knowledge and experience of political and economic aspects of national and international energy policy.
 3. Minimum three years professional experience working on energy sector policies in economies in transition, preferably also experience of restructuring and/or regulation of energy sector industries. Specific experience in one or more of the fields mentioned under Main Duties 1 would be a distinct advantage.
 4. Excellent communication skills, a high degree of flexibility, and ability to work under pressure. Committed team worker with proven ability to work in a multi-cultural environment.
 5. Excellent knowledge (oral and written) of one of the official languages of the Organisation (English and French). Good working knowledge of the other.
- 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.