OFFICE CIRCULAR

HEAD OF NON-MEMBER COUNTRIES DIVISION B FOR ASIA-PACIFIC AND LATIN AMERICA (GRADE A5), OFFICE OF NON-MEMBER COUNTRIES, INTERNATIONAL ENERGY AGENCY

Closing date for applications: 9 May 1994

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

Duties

1. Provide expertise on international energy relations, with emphasis on energy policy, and related economic subjects with respect primarily to non-Member countries in the Asia-Pacific region, and Latin America.

2. Analyse energy sector developments in the regions under 1, above, particularly:
   - supply and demand for energy, by energy carriers, indicating potential impact on world energy markets;
   - prospects for building flexible and open energy markets.
3. Share Member countries’ experience with non-Member countries in these regions. Develop and maintain close relations at senior level with Governments as well as with international and regional multilateral organisations and institutions in Member and non-Member countries in the above-noted geographic areas. In particular, develop and co-ordinate specific types of relations and co-operation with non-Member countries in these regions. Represent the Agency at international conferences, workshops and seminars as appropriate.

4. Co-ordinate the Division’s work with Delegations of Member countries, and report to the IEA’s Committee on non-Member Countries and other bodies on energy developments in the regions under 1. above and the Agency’s relations with countries thereof. Prepare policy and other papers to be presented to the Committee and/or the IEA Governing Board.

5. Direct and supervise other members of the Division.

6. Co-ordinate the Division’s activities with relevant work being carried out elsewhere in the IEA and the Organisation.

Principal qualifications

1. University degree in economics or another relevant discipline.

2. Proven skills in energy policy analysis.

3. Considerable knowledge and experience of political and economic aspects of national and international energy policy with emphasis upon the indicated geographical area of primary responsibility covered by the Division.

4. Ability to establish and maintain at senior level contacts with national and international fora.

5. Proven ability in managing professional staff.

6. Excellent knowledge of and drafting ability in English and working knowledge of French. Knowledge of Spanish or any Asian language would be an advantage.