ADMINISTRATOR (GRADE A2/A3) IN THE COUNTRY STUDIES DIVISION, OFFICE OF LONG TERM CO-OPERATION AND POLICY ANALYSIS, INTERNATIONAL ENERGY AGENCY

Closing date for applications: 16 May 1994

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

Duties

Under the general supervision of the Division Head:

1. Prepare annual reviews of national energy policies or specific aspects thereof for selected IEA Member countries and monitor on a continuing basis all developments relating to energy matters in the countries concerned.

013078
2. Establish and maintain good contacts with national delegations and with administrations of Member countries, energy industries and other energy interests, prepare and co-ordinate full participation of countries in the review process and timely submission to the Secretariat of all key documentation on the evolution of national energy policies.

3. Co-operate closely with the review teams for individual countries on in-depth reviews of Member countries and prepare the review reports including a thorough analysis of energy policies on the basis of individual countries’ examination and the development of specific conclusions or recommendations for future government policy in the country in question.

4. Participate in the preparation of a general report on the status of Member countries’ energy policies and programmes based on the findings of the individual country reports and additional information as needed.

5. Perform a number of general tasks in the country review process, in particular preparation of questionnaires to be completed by national administrations for the review of specific energy policy areas or for examination of the overall energy policy, handling of statistical questions and advising on scheduling and composition of review teams.

6. Monitor and analyse cross-cutting activities (including developments in Non-Member countries) and assist in the formulation of national and international policy proposals to facilitate the achievement of agreed IEA energy policy goals.

7. Participate in specific projects of the Office as required.

**Principal qualifications**

1. University degree in energy economics or equivalent in a relevant discipline.

2. Extensive energy and energy policy experience either in a national government, in an international organisation or in the private sector.

3. Broad knowledge and understanding of problems of energy policy and related economic questions.
4. Very good ability to handle and analyse statistics; experience in the use of computers.

5. Very good ability to work in a team and under pressure.

6. Very good knowledge and drafting ability in one of the official languages of the Organisation (English and French) and good knowledge of the other.