OFFICE CIRCULAR

SPECIAL ASSISTANT (GRADE A2/A3) TO THE DEPUTY EXECUTIVE DIRECTOR OF THE INTERNATIONAL ENERGY AGENCY

Closing date for applications: 27 May 1994

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

Duties

1. Provide assistance to the Deputy Executive Director in all of his functions.

2. Undertake analysis and assist in the preparation of policy position papers.

3. Review and assess all documents and correspondence coming into the Deputy Executive Director’s office and prepare replies and action recommendations.
4. Draft speeches, speaking notes and articles for the Deputy Executive Director.

5. Co-ordinate with other parts of the Agency, the OECD, and delegations of member countries, on ongoing and special project work, documentation for committee meetings and administrative arrangements.

6. Work independently on special assignments for the Deputy Executive Director.

Principal qualifications

1. University degree or equivalent in a relevant discipline.

2. Energy experience in government and/or an enterprise or profession, preferably in an area related to senior level policy formulation.

3. Very good knowledge of and demonstrated drafting ability in English, and good knowledge of the other language.

4. Good managerial skills.