OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4) IN THE ENERGY DIVERSIFICATION DIVISION, INTERNATIONAL ENERGY AGENCY

[Duration of appointment: Fixed term]

Closing date for applications: 14 October 1994

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

Duties

1. Under the supervision of the Head of Energy Diversification Division, the post-holder will be required to:

a) monitor and assess developments in the coal industry and markets, including the impact of subsidisation and uneconomic production, the development of international trade, coal-related environmental issues and changes in technology;
b) undertake specific studies as required with particular emphasis on issues related to the role of coal in electricity production, energy security, energy and the environment and the impact of removing barriers to coal trade;

c) draft documents and reports on the above subjects.

2. Under the guidance of the Head of Energy Diversification Division, maintain and develop regular contacts with the members of the Coal Industry Advisory Board, which advises the IEA on coal market issues. This duty includes providing support for the organisational and administrative functions associated with the CIAB.

3. Contribute to the preparation of the publication "IEA Coal Information" by the Energy Statistics Division.

4. Establish and maintain professional contacts with other Divisions of the International Energy Agency, Delegations, and national governments as well as experts and organisations in the field of coal and other fuels.

5. Under the guidance of the Head of Country Studies Division, act as Desk Officer for two IEA Member countries: establish and maintain regular contacts with officials and energy executives in these countries and, with Rapporteurs from Member countries, undertake regular reviews of their energy policies and programmes.

Principal qualifications

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

2. Energy policy and management experience with government and/or in industry. Specific experience in the coal industry or on coal questions would be an advantage.

3. Ability to establish and maintain professional contacts within and outside the Organisation in the field of coal and other fuels.

4. Experience in the use of database, spreadsheet and word-processing system on microcomputer would also be an advantage.

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