ADMINISTRATOR (GRADE A2/A3), ENERGY DIVERSIFICATION DIVISION, INTERNATIONAL ENERGY AGENCY

[Duration of appointment: Fixed term]

Closing date for applications: 7 November 1994

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

Duties

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

1. a) monitor and assess developments in energy markets and the diversification of energy sources in IEA countries, with particular emphasis on the structure and operation of the electricity sector, fuel inputs for electricity generation and the impact of government interventions in energy markets;

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b) undertake specific studies, as required, on issues relating to energy diversification, the electricity industry, and the impact of government interventions;

c) assist other Divisions of the Agency in related studies;

d) draft documents and reports on the above work, including recommendations on the introduction of more effective policy measures for meeting the IEA’s shared goals.

2. Establish and maintain professional contacts with other Divisions of the International Energy Agency, Delegations and national governments as well as outside individuals and organisations in the field of energy.

3. Under the general guidance of the Head of Country Studies Division, act as Desk Officer for two Member countries of the IEA; establish and maintain regular contacts with officials in those countries and, with rapporteurs from Member countries, undertake regular reviews of their energy policies and programmes.

Principal qualifications

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

2. Energy policy and management experience with government and/or in industry. Electricity sector experience would be an advantage.

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

4. Experience in the use of database, spreadsheet and word-processing systems on microcomputer would 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.