OFFICE CIRCULAR

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

[Duration of appointment: Fixed term]

Closing date for applications: 21 November 1994

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

Duties

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

1. Participate in analyses of key energy and environment issues, with a special emphasis on energy-related greenhouse gas emissions, for presentation in policy papers to be submitted for review by IEA bodies.

2. Evaluate environmental impacts in major energy supply and end-use sectors, and policy responses available to mitigate those impacts.
3. Monitor and assess major developments in the energy and environment field, especially those relating to global climate change, with particular emphasis on the effectiveness of measures to limit greenhouse gas emissions in the energy sector.

4. Contribute to projects including, inter alia, reviewing and incorporating relevant outside analyses into Division work; working with consultants and auxiliary staff to incorporate their input into Division work; and, organising, conducting and integrating results of ad hoc expert group reviews and input into Division work.

5. Represent the Agency, as appropriate, at international meetings and present the results of Division work. Co-operate and co-ordinate with other IEA divisions and OECD directorates in the analysis of energy and environmental issues.

6. Establish and maintain good professional contacts with national delegations and relevant international organisations to ensure efficient cross-fertilisation of ideas, help determine the most useful approach to the Division’s analytical work and avoid duplication or overlapping work with others.

7. Assume responsibility, when appropriate, as country desk officer for one or more countries in the Agency’s energy policy review process for IEA Member countries, and contribute from time to time to environment-related aspects of the review of non-IEA Member countries’ energy sectors.

Principal qualifications

1. Advanced university degree or equivalent in a relevant discipline.

2. Proven experience with economic and/or policy analysis of national and international energy policy issues with special emphasis on energy/environmental matters.

3. General understanding of various energy-related environmental impacts and key policy issues and economic questions relevant to mitigating those impacts.

4. Demonstrated ability to analyse data, research information and produce independent analytical results using applicable quantitative and/or computer-based techniques.

5. Sound experience working in a team environment under pressure to produce high-quality results.

6. Excellent knowledge of, and drafting ability in, at least one of the two official languages of the Organisation (English and French); working knowledge of the other.