

ORGANISATION FOR ECONOMIC  
CO-OPERATION AND DEVELOPMENT

GENERAL DISTRIBUTION

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OFFICE CIRCULAR

Subject: Legal Advisor (Grade A2/3) in the Office of the Legal Counsel,  
Combined Energy Staff

- Closing date for applications: The closing date for applications is 6 weeks after the publication date.

Duties:

1. • Directly assist the Legal Counsel in carrying out his responsibility for all legal affairs connected with the implementation of the International Energy Programme, including:
  - a) advising on legal questions concerning the organisation, structure and administration of the International Energy Agency;
  - b) preparation of documentation bearing on legal and institutional aspects and implications for the Governing Board, the Committee for Energy Policy and other bodies of the Organisation;

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- c) preparation and administration of the legal aspects of energy research and development Implementing Agreements;
  - d) preparation of and advising on, contracts and such other legal instruments as may be required for the operations of the Agency.
2. • Develop and maintain appropriate contacts with delegations and legal experts in national capitals and in the petroleum and other energy industries.

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Principal qualifications :

1. • A good law degree with emphasis on codified legal systems and course experience in international and/or comparative law.
  2. • Experience with governmental and/or international organisations as well as experience in the field of energy law and energy policy would be desirable.
  3. • Excellent knowledge of and drafting ability in English and good knowledge of French are required.
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