

ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT

GENERAL DISTRIBUTION

DIRECTORATE FOR GENERAL
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OFFICE CIRCULAR

Subject: Administrator (Grade A2/3) Alternative Energy Sources Division,
• Office of Long-term Co-operation and Policy Analysis, IEA

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

Duties:

1. • Under the supervision of the Head of Alternative Energy Sources Division:
 - a) undertake detailed analysis of the electricity industries and implications of the use of gas, coal, renewable and other fuels in the electricity industries in Member countries in those areas with a view to analysing the results achieved and assessing whether further potential could be achieved through more effective policy measures;

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- b) undertake specific studies as required with particular emphasis on issues related to energy production in IEA countries;
- c) draft documents and reports on the above work.
- 2. •Under the 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.
- 3. •Establish and maintain professional contacts with other Divisions of the Combined Energy Staff and Delegations and knowledgeable individuals and organisations in the fields of electricity, gas, coal, renewable and other fuels.

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.
- 3. •Experience in the use of database, spreadsheet and word processing computer systems on micro computers.
- 4. •Very good knowledge and drafting ability in one of the official languages of the Organisation (English and French) and working knowledge of the other.

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END-OF-TEXT