

ORGANISATION FOR ECONOMIC  
CO-OPERATION AND DEVELOPMENT

GENERAL DISTRIBUTION

DIRECTORATE FOR GENERAL  
ADMINISTRATION AND PERSONNEL•

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#### OFFICE CIRCULAR

Subject: Principal Administrator (Grade A4), Division Energy R&D and  
• Collaborative Projects, Office of Energy Technology, Research and  
• Development, Combined Energy Agency.

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

#### Duties:

1. To provide Secretariat support for IEA deputy and advisory bodies concerned with research and development on renewable energy technologies and end-use technologies and related environmental issues. Specific tasks are to: (i) explore and identify within these areas opportunities for R&D collaborative projects or other cooperative actions between two or more IEA Member countries; (ii) monitor the content of the programmes of cooperation in these areas to ascertain their relevance to current energy R&D and demonstration policy; (iii) maintain an overview of national activities with focus on the relations between development of cost-efficient energy technologies and environmental goals.

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2. • To carry out detailed assessments of the technical and economic status of key energy technologies with significant potential for improved energy and environmental performance; to evaluate experiences of practical application and dissemination into the market of relevant effective technologies. This includes organising and participating in international meetings and symposia, and analysing the results for their policy relevance in the promotion of new energy technology.
3. • Assist in the conduct of annual reviews of IEA Member countries' national energy R&D and demonstration programmes, including environmental issues; prepare detailed background technological and economic information on country activities, both by direct contact with capitals and with national Delegations, analysis of data with a view to identifying barriers to technology transfer and key issues, and assisting rapporteurs in presenting their findings from the review process.
4. • Assist in preparing activities designed to encourage wider participation of industry in the energy R&D and demonstration process and the commercialisation of R&D results; assist in possible technology relations with selected entities from non-Member countries.
5. • To pursue new collaborative projects in renewable energy supply and end-use technologies including R&D, demonstration and dissemination of technical information; to assist in the drafting of international collaborative projects and to provide technical support to the Legal Advisor for the completion of such Agreements; to monitor and to provide guidance to the Executive Committees of established collaborative Agreements; and to be actively involved in the expansion and publicising of their activities.
6. • To update, maintain and improve existing computerised data bases on IEA collaborative projects and related activities.

Principal qualifications :

1. • Advanced university degree in a relevant technical or economic discipline.
2. • Experience in the co-ordination of government-sponsored energy R&D and dissemination experience in the technical and political conditions associated with such programmes; familiarity with consultative and committee procedures; experience of diffusion and commercialisation of R&D results.
3. • Very good knowledge of one of the two official languages of the Organisation (English and French). Good knowledge of the other.
4. • Demonstrated ability to report quickly and clearly in written form in one of the two languages as above, on complex technical issues; familiarity with operation and maintenance of computerised data base systems; ability to contribute to administrative tasks.

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