

**ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT**

UNCLASSIFIED

Paris, 24-Feb-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 23-Feb-1998

HRM/VAC(98)13

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OFFICE CIRCULAR

HEAD OF ENERGY TECHNOLOGY POLICY DIVISION (GRADE A5) INTERNATIONAL ENERGY AGENCY (IEA)

Duration of appointment: Fixed term

Closing date for applications: 24 March 1998

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

Role

Under the supervision of the Director (A7), the main responsibilities of the post-holder will be to assist the Director in a broad range of responsibilities connected with energy technology policy and analysis, and arising from the growing political importance of energy technology applications, innovations and R&D activities.

Main Duties

1. Supervise and perform reviews of technology policies and strategies in the energy technology and R&D programmes of IEA Member countries as well as of non-Member countries and other international organisations when required or appropriate; in particular, analyse and appraise the results of energy technology and R&D programmes, and identify issues and recommendations for international co-operation and follow-up initiatives.

2. Evaluate the energy technology and R&D aspects of annual IEA reviews of national energy programmes and policies, including the monitoring of national efforts in energy technology commercialisation and their overall consistency with IEA energy policy objectives.
3. Prepare energy technology studies and appraisals with due consideration for energy security and environmental concerns, evaluate prospects for new or improved international collaboration in energy technology and the possible impact on the energy technology relations with non-Member countries.
4. Contribute to and assist IEA Member countries in the setting up, organisation and conduct of conferences, seminars and workshops on energy technology topics, selected at policy-making level as offering potential for enhanced international co-operation, and identifying initiatives which could result in new energy technology and R&D collaborative projects.
5. Maintain contacts with policy-level government, industry and financial officials responsible for energy technology applications and diffusion into the energy market; service a number of delegate bodies concerned with technology and R&D, in the areas of efficient energy conversion, distribution and end-use, especially with regard to electricity and transport technology, including the promotion of new IEA-sponsored collaborative projects and technology integration in the existing energy systems.

Principal Qualifications and Core Competences

1. University degree in an appropriate discipline, and demonstrated competence in the technical, economic and commercial issues associated with energy technology applications.
2. Senior-level experience for the analysis of energy technology policies and programmes, and in the formulation of new programme objectives.
3. Proven ability to analyse national and international complex policy issues and prepare analytical papers and recommendations for action or discussion at Ministerial-level meetings and other bodies.
4. Previous managerial experience for significant aspects of international energy technology policy and R&D programmes, and leadership in the co-ordination of working group and advisory bodies.
5. Evidence of superior drafting skills in one of the official languages of the Organisation (English and French) and some knowledge of the other.

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<http://www.oecd.org/hrm>

GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be less than 65 years old at the time of appointment.

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: A fixed-term appointment (usually for two or three years, with the possibility of renewal) will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competences mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for a post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

November 1997