

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

UNCLASSIFIED

Paris, 01-Apr-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 01-Apr-1998

HRM/VAC(98)22

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

HEAD OF THE ENERGY AND ENVIRONMENT DIVISION, INTERNATIONAL ENERGY AGENCY

Closing date for applications: 29 april 1998

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

Role

Under the general guidance of the Office Director for Long-Term Co-operation and Policy Analysis, the main responsibilities of the post-holder will be to manage the Energy and Environment Division, to co-ordinate the environment work within the Long-Term Office (e.g. for modelling activities or implementing environmental policies in the context of deregulation with competitive markets) and the IEA (e.g. R&D and technology deployments as well as the analytical work with non-Member countries) and to liaise with the OECD Secretariat, UN families and other international bodies and national governments on behalf of the Agency.

Main Duties

1. Advise the Agency on the relationship of the environment to the energy sector and on the development of policies and strategies in integrating environmental considerations fully into energy policies and programmes.
2. Develop and direct the implementation of the Division's work programme, including quantitative and qualitative policy analysis in energy and environment issues. Ensure that the Division's resources are applied effectively and efficiently.

63818

3. Maintain a close relationship with negotiators and experts of the Member countries in order to provide timely analytical advice on the political agenda set in international discussions of the UNFCCC and other related bodies.
4. Ensure that the Division provides effective support to other IEA programmes and projects involving environmental issues, in particular, the Non-Member Country Office's work on Eastern Europe and the Newly Independent States, Asia-Pacific, the Americas and Africa-Middle East.
5. Co-ordinate the IEA's work on energy and environment and ensure a coherent presentation of such work outside the Agency.
6. Foster close working relationships with other relevant sectors of the IEA and the OECD, in particular the OECD Environment Directorate Economics Department, as well as with international organisations.
7. Represent the IEA and present its energy perspective at international meetings at senior level dealing with global and transboundary energy-related environment problems; monitor developments in these areas and keep the IEA informed and involved as required.

Principal Qualifications and Core Competences

1. Advanced university degree in a relevant discipline.
2. Substantial experience with economic and policy analysis of national and international energy policy issues with specific emphasis on energy and environment interactions and the integration of environmental considerations into energy policies. Demonstrated experience with international policy issues related to the energy and global environment interactions and the integration of environmental considerations into energy policies.
3. Good background in matters related to the energy sector. Analytical insights on the economic drivers, the behavioral patterns, and capital stocks related to energy services.
4. Ability to establish and maintain at senior level contacts with national and international fora.
5. Proven ability in managing professional and support staff. Proven experience of setting priorities and deadlines, and an excellent capability to define objectives and tasks in a clear, concise and concrete manner.
6. Excellent drafting and speaking skills in one of the official languages of the Organisation (English and French) and working knowledge of the other.

**OECD, Human Resource Management
2 rue André Pascal, 75775 Paris Cédex 16**

E-mail: personnel.contact@oecd.org

<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