

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

**UNCLASSIFIED**

**Paris, 15-Apr-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 14-Apr-1998**

**HRM/VAC(98)27**

**Telephone : 01 45 24 14 44**

**Telefax : 01 45 24 79 11**

## **OFFICE CIRCULAR**

**PRINCIPAL ADMINISTRATOR (GRADE A4), ENERGY STATISTICS DIVISION,  
INTERNATIONAL ENERGY AGENCY**

**Closing date for applications: 13 May 1998**

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

### **Role**

Under the supervision of the Head of Division (A5) for whom the post-holder will deputise, the main responsibility of the post-holder will be to manage the Section in charge of coal, renewables, electricity and heat statistics and information of OECD Countries in the Energy Statistics Division (ESD).

### **Main Duties**

1. Specific tasks are to: (i) maintain the statistics of coal, renewables, electricity and heat supply and use in OECD countries; (ii) develop the annual publications *Electricity Information* and *Coal Information*, in close cooperation for *Coal Information* with the Coal Industry Advisory Board Information Committee (CIAB) and other leading officials in the coal and electricity industry; (iii) prepare a number of monthly (*Monthly Electricity Survey*, etc...) and quarterly (the coal and electricity parts of the *Oil, Gas, Coal and Electricity Quarterly Statistics*, etc...) papers; (iv) review and improve (when and where needed) the annual questionnaires used for the collection of data in cooperation with experts of the Agency as well as of other organisations; (v) support IEA analysis on energy efficiency through, among others, the

collection of energy consumption data on the ISIS questionnaire in collaboration with the OECD.

2. Participate and take initiative in the development, design, management, publication and use of the full range of energy statistics.
3. Participate in policy work of the IEA and adapt data systems to evolving needs.
4. Train and supervise junior members of the Division in complex technical tasks.
5. Establish and maintain close contacts with data experts at senior level in administrations, industry, international organisations and trade federations. In particular, ensure on behalf of the IEA, harmonisation of classifications and definitions with other international organisations.
6. Take responsibility for the management of the section in charge of coal and electricity statistics and information, which particularly includes:
  - (i) direction and co-ordination of all the section's activities in these subject areas;
  - (ii) examination and analysis of complex problems of methodology and its applications. Renewable energy statistics, heat and CHP statistics as well as the revision of time-series for electricity and heat production and consumption for new Member countries are main priorities;
  - (iii) analyses of short-term energy supply and demand trends notably with respect to coal and electricity in relation to overall energy market developments.
7. Replace the Head of Division during absences.

### **Principal Qualifications and Core Competences**

1. University degree in economics, statistics or relevant discipline.
2. Excellent knowledge of and extensive experience with energy statistics sources and methods, especially coal and electricity statistics, preferably gained in industry, government, academic research or an international organisation.
3. Proven ability in supervising a multidisciplinary team of statisticians and statistical assistants.
4. Experience in the management of large computerised databases and their application in analysis and/or energy industry operations; and experience with micro-computer software and operating systems.
5. Ability to create and maintain professional contacts at senior level within the IEA, with government administrations, industry and international fora.
6. Very good knowledge of one of the official languages of the Organisation (English and French) and working knowledge of the other. Since extensive use is made of Member country publications, a working knowledge of other languages would be an advantage.

7. Demonstrated ability to report quickly and clearly in written form in one of the two above languages, on complex technical issues.
- N.B. The appointment may initially be made at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.

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

**E-mail: [personnel.contact@oecd.org](mailto: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