

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

UNCLASSIFIED

Paris, 19-May-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 19-May-1998

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OFFICE CIRCULAR

**ADMINISTRATOR (GRADE A3), NON MEMBER COUNTRIES OFFICE,
DIVISION FOR ASIA, PACIFIC AND LATIN AMERICA,
INTERNATIONAL ENERGY AGENCY**

Closing date for applications: 16 June 1998

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

Role

Under the supervision of the Head of Division for Asia, Pacific and Latin America, the main responsibility of the post-holder will be to contribute to the body of work carried out the by Division on energy and economic developments in non-Member countries with a particular focus on Latin America.

Main Duties

1. Carry out and participate in analyses of energy developments as well as overall economic policies and developments in non-Member countries, particularly in the Latin America region. Analyse energy linkages between countries and their implications for world energy supply and demand.
2. Assess developments in energy situations and energy policies followed by governments in the countries covered and present, as appropriate, policy recommendations.

3. Organise relevant bilateral and multilateral activities involving non-Member countries covered. Coordinate between the relevant divisions within the IEA on the one hand and the countries concerned on the other to facilitate the IEA's cooperative activities.
4. Represent the IEA at outside meetings, conferences, workshops and seminars on relevant energy issues.
5. Undertake other energy and economic studies as required.
6. In support of the above mentioned objectives, explore possible areas for further cooperation. Maintain and develop good contacts with the countries covered, relevant international organisations (such as OLADE), development institutions, enterprises and energy research institutes.

Principal Qualifications and Core Competences

1. University degree in economics, international affairs, or other relevant discipline.
 2. Substantial experience of working in, or at least with, Latin America, preferably in economic or energy-related fields. Having lived in the region is a definite plus.
 3. Policy experience, preferably with exposure to energy questions, with a national government and/or private sector or academia.
 4. Very good communication and interpersonal skills; ability to establish effective and harmonious working relations with officials of Member and non-Members countries and staff within the Organisation.
 5. Excellent knowledge of and drafting ability in English and French. Strong communication skills in either Spanish or Portuguese would be a clear advantage.
 6. Proficiency in the use of computers and relevant software.
 7. Strong organisation and administrative skills.
- 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.

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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