

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

UNCLASSIFIED

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HUMAN RESOURCE MANAGEMENT

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HRM/VAC(98)48

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

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

Closing date for applications: 30 June 1998

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

Role

Under the supervision of the Head of Division (A5), the main responsibility of the post-holder will be to provide Secretariat support for IEA committee advisory bodies concerned with the development and application of renewable energy technologies and related environmental issues, in particular the Working Party on Renewable Energy Technologies.

Main Duties

1. Specific tasks are to : (i) explore and identify within these areas opportunities for R&D collaborative projects or other co-operative actions between two or more IEA Member countries; (ii) monitor the content of the programmes of co-operation in these areas to ascertain their relevance to current energy technology and R&D policy; (iii) maintain an overview of national activities with focus on development of cost-efficient energy technologies and their potential environmental goals; (iv) undertake related technology policy studies; (v) prepare and co-ordinate reports on these topics for various IEA bodies.

2. Carry out detailed assessments of the technical and economic status of key energy technologies with significant potential for improved energy and environmental performance; evaluate experiences of practical application and dissemination into the market of relevant effective technologies. This includes organising and participating in international meetings and symposia.
3. Assist in the conduct of annual reviews of national energy technology and R&D policies and programmes of IEA Member countries and non-Member countries; prepare detailed background information on country technology activities; contact government, industry and other national bodies, analyse data with a view to identifying barriers to technology development and deployment, and assist rapporteurs in presenting their findings from the review process.
4. Identify and pursue new collaborative projects on renewable energy technologies including R&D, demonstration and dissemination of technical information; develop activities with relevant government, industry and academic experts; monitor and provide guidance on IEA policy and energy technology policy issues to the Executive Committees of established collaborative Agreements; and be actively involved in streamlining and strengthening their activities as well as enhancing awareness of achievements.

Principal Qualifications and Core Competences

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 intergovernmental programmes and policies; 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 above languages, on complex technical issues; familiarity with operation and maintenance of computerised database systems; ability to organise and support consultative and committee procedures.
- 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

<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