

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

**UNCLASSIFIED**

**Paris, 11-Aug-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 11-Aug-1998**

**HRM/VAC(98)65**

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## **OFFICE CIRCULAR**

**SENIOR ENERGY ANALYST (GRADE A4), ECONOMIC ANALYSIS DIVISION,  
OFFICE OF LONG-TERM CO-OPERATION AND POLICY ANALYSIS,  
INTERNATIONAL ENERGY AGENCY (IEA)**

**[Duration of appointment: Fixed term]**

**Closing date for applications: 8th September 1998**

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

### **Role**

Under the guidance of the Head of the Economic Analysis Division, the main responsibility of the post-holder will be to design, undertake and ensure the successful execution of analyses relating to the energy sector and to its links with the macro economy and the environment.

### **Main Duties**

1. Design and implement one or more projects of economic analysis relating to the energy sector.
2. When requested by the Head of Division, manage the work of one or more small teams, guiding the work of more junior staff and ensuring the quality of their output.

3. Carry out economic analysis and prepare reports on energy policy issues in the Agency's Programme of Work, working either alone, as a team member, or as a team leader, e.g. analysis of: macro and microeconomic factors (internal or external to the energy sector); structural elements which affect the supply of or demand for energy (e.g. gas pricing); and sectoral studies, as required. In most cases these analyses will be quantitative in nature and require a good understanding of the microeconomics of end-users prices and the impact of any distortion. They may also involve the use of a wide range of analytical methods, computer databases and models.
4. Co-operate with staff in other divisions of the IEA, departments in the OECD, the Nuclear Energy Agency, and other national and international organisations, companies or research bodies, in the analysis of the impact of energy market developments on the macro economies of OECD Member and non-Member countries; and of the impact of macroeconomic developments on the supply of and demand for energy.
5. Contribute to the analysis of the relationship between energy use and the environment and the potential impact of possible environmental policies on energy markets. An important requirement will be the capacity to explain how externalities can be assessed and introduced in energy policies.
6. Participate in the preparation of medium and long-term energy outlooks using methods including, economic modelling, scenario development, technology assessment, as appropriate.
7. Develop and maintain contacts with members of delegations and representatives of industry and other institutions involved in energy market assessments. Organise appropriate workshops and seminars as required and present the results of analyses to a wide variety of audiences.
8. Carry out such other duties in the field of economic analysis and research as may be required in order to fulfil the work programme of the Agency.

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

1. Advanced university degree in economics and demonstrated relevant expertise with pricing.
2. Proven skills in economic analysis. Good understanding of the energy sector (production of energy, transformation, end-uses, energy policies) and of its history.
3. Knowledge and experience of the construction, use and communication of energy models (econometric and linear techniques, identification of various price setting mechanisms, analysis of inter-energy competition) for the different energy-related sectors.
4. Proven ability in managing a team of analysts. Good interpersonal skills, including the ability to maintain harmonious working relations with staff at all levels in a multicultural environment.
5. Ability to establish and maintain contacts with officials in national and international fora. Good communication skills with capacity to convey common sense understanding.
6. Excellent knowledge of and drafting ability in English; working knowledge of French.

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.

## 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 this 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