

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

UNCLASSIFIED

Paris, 22-Sep-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 22-Sep-1998

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OFFICE CIRCULAR

**HEAD OF COUNTRY STUDIES DIVISION (GRADE A5),
OFFICE OF LONG TERM CO-OPERATION AND POLICY ANALYSIS,
INTERNATIONAL ENERGY AGENCY**

Closing date for applications: 22 October 1998

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

Role

Under the general supervision of the Director (A7), the main responsibilities of the post holder are to manage the country desk officers carrying out the reviews of the Member governments' energy policies and to oversee preparations for meetings of the Standing Group of Long-Term Cooperation.

Main Duties

1. Manage and lead the in-depth reviews of Member countries' energy policies. This involves communicating with governments concerning national energy policies; setting up review teams and participating actively in the examination of countries' energy policies; collaborating with country desk officers in the preparation of the reviews; and supervising the drafting and coordination of the country reports to ensure high analytical quality, timeliness and consistency.

2. Direct and supervise a team of desk officers (not only members of Country Studies Division, but also other members of the Long-Term Office) in monitoring the energy policy developments in the Member countries and producing standard reviews and briefs about relevant developments when necessary.
3. Oversee preparations for meetings of the Standing Group on Long Term Co-operation (SLT), including preparing the agenda, drafting the annotated agenda, communicating with the chairman. (The SLT is the forum for Member countries to develop energy policy analyses.)
4. Coordinate the annual preparation and publication of “Energy Policies of IEA Countries” containing all in-depth and standard reviews and an overview on significant energy policy developments.
5. Assist the Director in coordinating the Programme of Work and managing the budget of the Long-Term Office.
6. Develop and maintain close working relationships with members of delegations, representatives of international and national organisations and energy companies.
7. Liaise closely with the other divisions and offices of the IEA and relevant services of the OECD to exchange information, to identify energy statistics requirements and assist in analysing energy data.
8. Represent the IEA at conferences and seminars of relevance to the country studies process.

Principal Qualifications and Core Competences

1. Advanced university degree or equivalent in a relevant discipline (economics, public administration).
2. Proven ability to manage complex coordination tasks, comparable to the country review process in a multi-cultural environment.
3. Minimum 15 years’ experience in international relations and public administration to build and maintain effective working relationships with delegations and government officials of Member countries.
4. Knowledge of energy markets and energy policies.
5. Strong organisational, administrative, interpersonal and analytical skills with the ability to build and maintain effective working relationships in a multi-cultural environment with co-workers and to build and lead a team operating in a matrix-management format. Experience in a budget process would be desirable.
6. Excellent drafting ability in English. Knowledge of additional languages would be an asset.

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<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