

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

UNCLASSIFIED

Paris, 03-Feb-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 03-Feb-1998

HRM/VAC(98)9

**Information : Office FRAN EXT 1614
Telephone : 01 45 24 14 44
Telefax : 01 45 24 79 11**

OFFICE CIRCULAR

SPECIAL ASSISTANT TO THE DEPUTY EXECUTIVE DIRECTOR (GRADE A2/A3). INTERNATIONAL ENERGY AGENCY (IEA)

Closing date for applications: 24 February 1998

Duration of appointment: Fixed term

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

Role

Under the supervision of the Deputy Executive Director (DED), the main responsibility of the post-holder will be to assist the Deputy Executive Director in all of his/her functions

Main Duties

1. Co-ordinate the DED's activities with other parts of the Agency, the OECD, and delegations.
2. Prepare draft speeches and speaking notes for meetings attended by the DED.
3. Co-ordinate and participate in the preparation of the Agency's annual Programme of Work and Budget, and liaise with the Administrative Unit on issues related to its preparation and implementation.

4. Co-ordinate and contribute to the preparation and production of documentation for IEA Committee meetings.
5. Review and assess all documents and correspondence coming into the DED's office, prepare replies and recommend appropriate action.
6. Propose and prepare all the necessary documentation on substantive issues for official missions of the DED.
7. Undertake special assignments involving independent ad hoc work on management-related issues.
8. Supervise secretarial work in the office: assign and review work, assist in setting priorities, providing advice and guidance, and carry out performance evaluation.

Principal Qualifications and Core Competences

1. University degree or equivalent in a relevant discipline.
 2. Energy experience in government and/or an enterprise or profession, preferably in an area related to senior level policy formulation and management.
 3. Good managerial and organisational skills, including the ability to: work under pressure, establish priorities and meet deadlines; carry out tasks quickly and accurately; act with initiative, tact and discretion.
 4. Good interpersonal skills. Experience in working in a multicultural, multi-disciplinary environment would be an advantage.
 5. Good communications skills, including the ability to use modern office technology and related software. Practical knowledge of word processing, spreadsheet, and presentation software is highly desirable.
 6. Excellent knowledge of, and demonstrated drafting ability in English; good 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.

**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