

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

UNCLASSIFIED

Paris, 09-Mar-99

HUMAN RESOURCE MANAGEMENT

OLIS : 09-Mar-1999

HRM/VAC(99)16

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

ENERGY ANALYST (GRADE A2/A3), OFFICE OF NON MEMBER COUNTRIES FOR EUROPE, MIDDLE EAST AND AFRICA, INTERNATIONAL ENERGY AGENCY

Closing date for applications: 8 April 1999

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

Role

Under the supervision of the Head (A5) of the Non Member Countries Division for Europe, Middle East and Africa, the main responsibilities of the post-holder will be to co-ordinate and contribute to specific non-Member country projects dealing with the Newly Independent States (NIS) and other countries in Europe and Africa.

Main Duties

Note: Given the dynamic nature of IEA relations with non-member countries, including the NIS, the main duties are subject to change.

1. Organise projects primarily involving the Newly Independent States or in other regions including Africa, e.g. published studies, conferences and committee reports. This usually involves thorough conceptual and organisational preparation, guidance to a project team in the execution phase, and a large amount of drafting and/or editing, as well as travelling and organising logistical aspects of missions.

2. Contribute to parts of projects organised by other economists/analysts (e.g. a chapter on non-member countries in a study).
3. Follow and analyse energy-related events in NIS and Southern African countries, through the international and national press, personal contacts, etc.
4. Follow and report on activities and decisions of the OECD and other international institutions vis-à-vis non-member countries, paying particular attention to possible policy implications for the IEA, and provide input to some activities where appropriate.

Principal Qualifications and Core Competences

1. Solid economic background (preferably Master's degree level), as well as good familiarity with energy policies, including NIS and IEA countries. Good analytical skills.
 2. At least three years' experience including some dealing with Russian and other NIS government officials and industry representatives and ability to read, speak and understand Russian (working level); patience and good negotiating and interpersonal skills.
 3. Good organisational skills; ability to work under challenging operating conditions and tight deadlines; ability to handle large workload.
 4. Very good drafting and editing skills 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