

**Paris, 07-Apr-99**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 07-Apr-1999**

**HRM/VAC(99)20**

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## **OFFICE CIRCULAR**

### **ENERGY ANALYST (GRADE A2/A3), OFFICE OF LONG TERM CO-OPERATION AND POLICY ANALYSIS INTERNATIONAL ENERGY AGENCY**

**Closing date for applications: 7 May 1999**

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

#### **Role**

Under the supervision of the Head of the Economic Analysis Division, the main responsibilities of the post-holder will be to monitor and provide analysis of long-term regional and sectoral energy trends and their consequences, and to undertake studies on specific energy issues as specified in the Division's programme of work.

#### **Main Duties**

1. Assume primary responsibility for the completion of individual studies for inclusion in the annual World Energy Outlook and contribute to the publications of the Division.
2. Help to maintain and develop the Division's analytical tools, including the long-term World Energy Model.
3. Participate in the quantitative and qualitative analysis of specific issues and studies as may be required in order to fulfil the Agency's programme of work.
4. Monitor, through close contacts with outside organisations, energy developments on specific regional, or other issues and prepare briefings for senior management as appropriate.
5. Present the results of the Division's analysis.

**Principal Qualifications and Core Competencies**

1. Advanced university degree in economics or a degree in economics with a strong quantitative energy specialisation.
  2. Minimum three to five years' experience in applied economic analysis, preferably within an energy context. Previous experience with energy model building and use would be a clear advantage.
  3. Proven skills in economic analysis. Good understanding of the energy sector (production of energy, transformation, end-uses, energy policies) and of its history.
  4. Familiarity with problems in the use of statistics and with quantitative methodologies.
  5. Good interpersonal and communication skills. Ability to work well individually and within a small team within a multicultural environment.
  6. Excellent knowledge of one of the two official languages of the Organisation (English and French); knowledge of the other.
- 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