

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

UNCLASSIFIED

Paris, 10-Aug-1999

HUMAN RESOURCE MANAGEMENT

OLIS : 10-Aug-1999

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OFFICE CIRCULAR

**SENIOR ENERGY ANALYST (GRADE A4),
ENERGY EFFICIENCY AND POLICY ANALYSIS DIVISION
INTERNATIONAL ENERGY AGENCY (IEA)**

Closing date for applications: 16 September 1999

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

Role

Under the supervision of the Head of Energy Efficiency Policy Analysis Division of the Office of Energy Efficiency, Technology and R&D, the main objectives of the position are:

1. To define the key areas of energy end uses and their respective potential for improved energy efficiency and to carry out activities at the international level to assist countries in their efforts to implement effective energy efficiency policies.
2. To conduct studies assessing policies that could be used to improve energy efficiency and reduce greenhouse gas emissions (GHG) in the residential, commercial and industrial sectors.
3. To organise or collaborate on the organisation of workshops and conferences aimed at transferring knowledge and expertise from one country to another and therefore facilitate discussion among countries on policies and programmes to improve energy efficiency and reduce GHG emissions.

Main Duties

1. Design, evaluate and implement information collection and dissemination systems regarding energy efficiency in the different areas of energy uses in the residential, commercial and industrial sectors.

2. Design and conduct a variety of analysis of national energy efficiency potential and energy efficiency policies and programmes in Member countries in the residential, commercial and industrial sectors. Evaluate how past policies and programmes have affected energy consumption and GHG emissions. These studies will be carried out in consultation with other Divisions.
3. Act as a Secretary to IEA Implementing Agreements such as the Building and Community Systems Implementing Agreement.
4. Disseminate information among Member countries by preparing and assisting in management of IEA-sponsored workshops, seminars and conferences on various issues concerning energy efficiency in residential, commercial and industrial sectors. Work with the End-Use Working Party and associated experts groups including Implementing Agreements to define the workshop agenda and secure the participation of relevant experts.
5. Participate in reviews of Member and non-Member countries, focusing on energy efficiency and related topics. Prepare relevant chapters, and ensure consistency among other chapters regarding energy efficiency.

Principal Qualifications and Core Competences

1. Advanced university degree in economics or engineering.
 2. Minimum ten years' experience in energy policy relating to energy use in the residential, the commercial and the industrial sectors preferably gained in a national or state administration or a utility regulatory authority. Knowledge of how fossil fuel is being used and associated technologies (boilers, gas heat pumps, etc.) and knowledge of the environmental implications of energy uses, both in and outside the OECD region.
 3. Strong quantitative, analytic and reasoning skills relating to financial analyses, cost benefit analysis, statistics and basic engineering.
 4. Ability to work independently, with minimal guidance. Strong communications and interpersonal skills including proven ability to work within a team. Ability to establish and maintain effective working relationships with senior officials and to work in a multi-cultural environment.
 5. Excellent knowledge of one of the two official languages of the Organisation, (English and French) and ability to draft well in that language, and good 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 nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply: (applications *must* include the vacancy reference number, nationality, sex, and date of birth)
Choose *one* of the following methods only:

1. Recruitment information and online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. list of publications where appropriate. NB. Copies of diplomas, qualifications etc are *not* required at this stage.

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, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

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 the place of work is Paris. 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.