

Reference: IPEEC/001 – October 2009

**International Partnership for Energy Efficiency Co-operation (IPEEC)
Head of the IPEEC Secretariat**

Start date: from 1 January 2010

The International Partnership for Energy Efficiency Co-operation (IPEEC) aims to facilitate actions to yield high energy efficiency gains. IPEEC is hosted at the International Energy Agency in Paris.

The Head of the IPEEC Secretariat will lead the Partnership's work on facilitating international co-operation in the field of energy efficiency.

The person will manage a small team of enthusiastic professionals under the general guidance of IPEEC Policy Committee and Executive Committee. S/he will liaise closely with the staff of the International Energy Agency on administrative matters.

The working language of the Secretariat is English.

Job Duties

1. Leadership and Management

- Lead the work programme of IPEEC, in particular providing support to the Policy Committee and Executive Committee, related Task Groups and expert groups. Provide strategic input to their meetings, including drafting high quality documents on a wide range of issues relating to energy efficiency
- Build and guide a multi-cultural and multi-disciplinary project team working on energy efficiency. Contribute personally to these activities through intellectual and technical leadership, coaching and developing staff, as well as by winning and managing resources to support the project. Participate in recruitment and identify external experts.
- Manage the budget of the IPEEC including developing, scoping and costing new work, managing the execution of the work, and reporting to the Executive Committee on the outcomes.
- Support the broader activities of the IPEEC through analytical, written and verbal contributions on all aspects of energy efficiency collaboration. Contribute to the development of IPEEC's programme of work. Identify key priorities for action.

2. Liaison and Outreach

- Collaborate with other organisations on projects in the area of energy efficiency.
- Monitor the content of national energy efficiency programmes. Explore and identify opportunities for collaborative projects and co-operative actions in the field of energy
- Help lead the IPEEC's outreach to non-member countries on energy efficiency. Develop long-term, fruitful relationships with relevant government departments and other organisations in these countries with a view to them becoming members of IPEEC.
- Oversee the preparations for meetings of the IPEEC Policy Committee, the Executive Committee, its Task Groups, conferences and other groups as required; participate in relevant meetings of other international organisations; provide support for the development of reports, analyses and information items for these meetings.

- Maintain contacts with policy-level government, industry and financial officials responsible for energy efficiency collaboration issues. Promote the work of IPEEC through organising and participating in workshops, making presentations and holding bi-lateral meetings.

Qualifications: education, experience, communication and languages

1. Education and experience

- An advanced university degree(s) in relevant disciplines, such as technology, energy policy, science, engineering or economics.
- At least ten years' experience of analysing national and international policy issues relating to energy efficiency. Experience of working with committees, facilitating dialogue and building consensus. Experience of managing a national energy initiative and/or an international energy related project involving several countries would be desirable.
- Excellent understanding of the energy sector and of energy efficiency, preferable in one or more sectors (industry, power generation, buildings, transport). Familiarity with international initiatives to promote energy efficiency (G8 recommendations, IPEEC, Sustainable Building Network, etc.).
- Excellent level of computer literacy.

2. Key competencies

- Proven drafting abilities as demonstrated in past work products (reports and/or published papers).
- Creativity, energy and commitment
- Proven track record of managing complex projects involving multiple inputs to meet tight deadlines. Strong sense of responsibility for the successful completion of assigned work. Demonstrated ability to manage interdisciplinary teams and to create an environment conducive to teamwork, innovation open communication.
- Proven track record in producing high-quality publications that summarise technical information for a more general policy audience, as well as of communicating results to high-level audiences from different fields and backgrounds.

3. Communication and languages

- Good interpersonal skills, including the ability to maintain harmonious working relations with staff at all levels in a multicultural environment as well as the ability to foster contacts with officials in national and international fora.
- Strong communication skills. A demonstrated ability to prepare reports quickly and clearly in written form on complex technical issues. Ability to organise and structure material and data clearly.
- Excellent knowledge of written and spoken English; working knowledge of other languages would be an advantage.

HOW TO APPLY

Applicants should send a letter of motivation (no more than 2 pages) and a c.v. (no more than 2 pages) in English to recruitment@iea.org

Please put the reference : **IPEEC/001** in the subject field of the message.

The deadline for applications is: **Thursday, 12 November 2009.**

Summary of Salaries and Conditions of Service for the IPEEC Secretariat

The following information is in summarised form intended for general guidance only. The complete text governing the conditions of service in force for the IPEEC Secretariat is accessible by Secretariat staff only.

The IPEEC Secretariat is hosted by the International Energy Agency (the IEA). The IEA operates within the staff framework of the Organisation for Economic Co-operation and Development (the OECD).

Appointments

Appointments to the staff are made by an offer letter. Appointments are for a fixed term, of one year renewable up to a maximum period of three years. The period of notice is one month.

Salary and allowances

The basic is specified in the offer letter and is payable in euros. The salary is payable monthly in arrears.

The salaries are as follows:

- EUR 7 500 for the Head of the IPEEC Secretariat and Senior Analysts
- EUR 5 200 for Analysts
- EUR 4 000 for Junior Analysts and researchers.

In certain circumstances a residence allowance may be paid.

IPEEC staff are not considered to be officials of the OECD or IEA and so do not benefit from an exemption from taxation on fees, allowances and honoraria paid to them.

Annual leave and holidays

Annual leave amounts to two and a half working days for each month of service. Working days (8 hours per day) are Monday to Friday inclusive, and French public holidays are observed.

The Medical and Social System of the OECD

The OECD has an excellent and comprehensive medical and social scheme

Travelling and removal expenses

Travel expenses of a staff member related to taking up duty at IPEEC and on termination of appointment are reimbursable. Under certain conditions the staff member's family travel expenses may be reimbursed.

On the same occasion, and under certain conditions, the cost of removal of personal effects (up to 230 kilo) may be paid.