

Expression of interest for Secretary Services for the IEA Implementing Agreement on Advanced Motor Fuels

The Executive Committee of the IEA Implementing Agreement on Advanced Motor Fuels (AMF) is inviting expressions of interest regarding the service as Secretary for the Implementing Agreement.

Lic.Eng. Claës Pilo, who has served as Secretary for AMF for many years, will resign at the end of 2010. Therefore AMF needs to hire a new Secretary. The position of the new Secretary takes full effect as of 1.1.2011. The Executive Committee strives to decide upon the new Secretary already at its upcoming meeting in Ottawa, Canada, in May 2010. This will enable a smooth transition, and make it possible for the current Secretary and the new Secretary to work in parallel during the latter part of 2010.

The Implementing Agreement

Advanced Motor Fuels is one of the International Energy Agency's (IEA) transportation related Implementing Agreements (IAs). The activities of AMF relate to R&D, deployment and dissemination of advanced motor fuels. AMF looks upon transport fuel issues in a systemic way, taking into account production, distribution and end-use related aspects. As fuels, engines and exhaust after-treatment systems have to be considered as interactive systems, the scope of AMF also covers propulsion systems (vehicles) using advanced motor fuels.

The AMF IA is a very active and expansive Agreement, currently with 16 member countries. Three countries (Austria, Peoples' Republic of China, Thailand) joined 2008, two countries (Australia, Germany) in 2009.

Secretary position description

The Secretary acts as an Administrative Assistant to the IA Chairman and the Executive Committee. Included in the tasks of the Secretary are, e.g.,

- Assist the Executive Committee and its Chairman in carrying out their responsibilities in everyday business of the Agreement
- Make and distribute agendas, Minutes and other documents of Executive Committee meetings
- To cooperate with Delegations to organise Executive Committee meetings
- Prepare Annual Reports of the AMF activities
- Ensure that IEA regulations and the IA text is followed
- Keep a logbook of, e.g., activities and correspondence to ensure continuity, of the work of the Committee
- Participate in preparing annual budgets for the IA
- Act as Liaison between: the IA and IEA (Secretariat, CERT and EUWP), the IA and the Annex Operating Agents and between the Committee and the Delegations
- Assist the Executive Committee in the overall co-ordination of the work in the different Annexes, guide Operating Agents in financial and administrative issues



- Undertake such other activities as may be required by the Executive Committee to assist it in carrying out its responsibilities under this Agreement, e.g., represent the Chairman or the Committee at various IEA meetings
- Assist the Chairman in marketing the Agreement and soliciting new members

The Secretary shall carry out its functions under the supervision of the Executive Committee and its Chairman. The Secretary is a member of the Executive Committee in an advisory capacity with no voting rights.

Flexibility in hours and schedule is a requirement as the workload peaks around the two yearly meetings. Although the position of Secretary is a part-time one, it should take precedent over any other work commitments the Applicant may have.

English is the working language.

Extent of work, reimbursing costs and time period

The expected yearly amount of work is some 600 hours. The applicant is expected to state an hourly rate for the work. Reasonable travel costs will be reimbursed. The contract period for the service is two years, with a possibility of extension. Term of service will begin 1 January 2011. A special arrangement will be made for the 2010 transition period. In the case of non-performance, the ExCo can terminate the contract immediately.

Qualifications

Several skills as well as experience in specific areas are needed to perform the function of Secretary.

Considerable skill or experience is required in the following areas:

- Working knowledge of the IEA organization and its procedures
- "Diplomatic" and coordination skills in dealing with representatives from many nations
- Demonstrated initiative; a self-starter
- Command of the English language, spoken skills and especially written skills

Good skill or experience is required in the following areas:

- Familiarity with the workings of the AMF and technical understanding of motor fuels
- Broad spectrum of experience in the transportation field, including conventional and alternative fuels, automotive propulsion system technologies, and transportation energy issues

Desirable, but not critical:

- Affiliation with an organization that can backup the Secretary in case the Secretary is unable to fulfil the duties



Mandatory Requirements

- Come from a member country within the IA on Advanced Motor Fuels
- Provide all equipment necessary to carry out the work and to have their own office

If the Applicant is involved in a current Annex of the IA or any other activity of the IA, there must not be any potential for a conflict of interest.

Application

The applicant shall submit by the dead-line:

- a resume including references
- an essay written in a narrative way demonstrating their knowledge, skills and ability to carry out the work; the essay should be no longer than 500 words, and should include a 250 words maximum editorial on the subject of "The Need for Advanced Motor Fuels."
- an hourly rate of compensation, including operating expenses

Procedure of evaluation

In its upcoming meeting in Ottawa, May 2010, the AMF ExCo will evaluate the expression of interest regarding the services of Secretary for AMF. Based on a unanimous decision, the Committee will continue contractual discussions with candidate applicants.

Time schedule and contacts

The call for submissions of expressions of interest is launched in January 2010. Expressions of interest are invited by 15 April 2010, at the latest. The expressions of interest should be submitted to:

Chairman of AMF, Dr. Nils-Olof Nylund, VTT Technical Research Centre of Finland (nils-olof.nylund@vtt.fi) and

Vice Chairman of AMF, Mr. Jean-Francois Gagné, CanmetENERGY, Natural Resources Canada (Jean-Francois.Gagne@nrcan.gc.ca)

The Applicants are strongly recommended to seek back-up for their job applications from the national delegate of their respective country. The names and e-mail addresses of the delegates to AMF (as well as general information on AMF) can be found at AMF's website at:

www.iea-amf.vtt.fi

