PRINCIPAL ADMINISTRATOR (GRADE A4) IN THE ENERGY STATISTICS DIVISION, COMBINED ENERGY STAFF

Closing date for applications: 8 May 1992

Duties:

• Under the general supervision of the Head of Division, for whom the post-holder will deputise:

1. Participate and take initiative in the development, design, management, publication and use of the full range of energy statistics.

2. Participate in policy work of the IEA and adapt data systems to evolving needs.

3. Train and supervise junior members of the Division in complex technical tasks.
4. Establish and maintain close contacts with data experts at senior level in administrations, industry, international organisations and trade federations. In particular, ensure on behalf of the IEA, harmonisation of classifications and definitions with other international organisations.

5. Take responsibility for the management of the section in charge of coal and electricity statistics and information, which particularly includes:
   •(i) direction and co-ordination of all the section’s activities in these subject areas;
   (ii) examination and analysis of complex problems of methodology and its applications. Selection of seasonal adjustment methods and macro-economic data for inclusion in IEA data systems;
   (iii) analyses of short-term energy supply and demand trends notably with respect to coal and electricity in relation to overall energy market developments.

6. Replace the Head of Division during absences.

Principal qualifications:

1. University degree in economics, statistics or relevant discipline.

2. Excellent knowledge of and extensive experience with energy statistics sources and methods, especially coal and electricity statistics, preferably gained in industry, government, academic research or an international organisation.

3. Proven ability in supervising a multidisciplinary team of statisticians and statistical assistants.

4. Experience in the management of large computerised databases and their application in analysis and/or energy industry operations; and experience with micro-computer software and operating systems.
5. Ability to create and maintain professional contacts at senior level within the IEA, with government administrations, industry and international fora.

6. Very good knowledge of one of the official languages of the Organisation (English and French) and working knowledge of the other. Since extensive use is made of Member country publications, a working knowledge of other languages would be an advantage.