OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), OIL INDUSTRY AND MARKETS DIVISION, OFFICE OF OIL MARKETS AND EMERGENCY PREPAREDNESS, COMBINED ENERGY STAFF

Closing date for applications: 26 April 1993

Duties :

Under the general supervision of the Head of Division, the post-holder will:

1. Take responsibility for monitoring and analysing developments in the global oil market and the oil industry’s responses to changes in oil supply and demand and in environmental legislation relevant to the industry.
2. Take full responsibility for the research and drafting of one or more sections of the IEA’s Monthly Oil Market Report and prepare reports on oil market and industry analysis, presenting findings to the IEA Governing Board and Standing Groups and participating in their meetings.

3. Participate in the overall analytical work of the Division, develop and maintain contacts in the oil industry, governments and oil consultancies, and cooperate with other members of the Combined Energy Staff.

Principal qualifications:

1. University degree in economics or other relevant subjects.

2. Very good knowledge of and experience with the international oil industry structure and oil market operations, including refining.

3. Policy experience with exposure to energy questions with governments and/or industry. Experience in quantitative data analysis, and in developing analytical methodologies.

4. Excellent knowledge of one of the official languages of the Organisation (English and French) and working knowledge of the other.