OFFICE CIRCULAR

PRINCIPAL STATISTICAL ASSISTANT (GRADE B5), ENERGY STATISTICS DIVISION, COMBINED ENERGY STAFF

Closing date for applications: 3 November 1993

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

Duties:

Under the general supervision of an Administrator:

1. Develop and maintain the databases concerning energy-related greenhouse gas emissions, based on data obtained from administrations of Member and non-Member countries and from published and other sources. Co-operate with the OECD and the Inter-governmental Panel on Climate Change (IPCC) to develop the emissions methodology for emissions from energy supply and use. Participate in the presentation of the methodology at training workshops.
2. Review, with the assistance of junior staff, data submissions for accuracy and plausibility; monitor and document breaks in series, adjusting series according to changes in definition, units of presentation and conversion coefficients; investigate sources of data and methods of calculation; expand information available, creating new series and modifying the format of output series; carry out other work required to maintain and improve the accuracy and completeness of the database.

3. Maintain contact with statistical offices in administrations of Member countries, international organisations and industry to resolve problems arising with data series and to answer enquiries on data availability, sources and methods.

4. Assist in the overall design of databases and their management and make proposals for their improvement. Design and implement procedures for the preparation of the energy statistics publications using the main databases and the word-processing/desk-top publishing software available on the PC local area network. Exploit hardware and software developments to improve the efficiency of working methods.

5. Assist in drafting and editing of statistical reports, documents and publications. Design and supervise implementation of textual computer files on sources and methods used in data banks.

6. Assist in ad hoc projects on methodological issues and provision of specialised statistical information to the Secretariat or administrations. This may include research for alternative sources of published or other data when required for particular studies.

Principal qualifications:

1. Good general level of education, preferably to post-secondary level, and very good knowledge of mathematics, applied statistics or other relevant disciplines. A degree in natural sciences or environmental studies would be an advantage.

2. A knowledge of energy statistics and energy-related greenhouse gas emissions would be an advantage.
3. Experience with large computerised databases, PC software and operating systems and the ability to supervise junior staff involved in computing activities.

4. Very good knowledge of English and good knowledge of French. Reading knowledge of other languages of IEA Member countries would be an advantage.

N.B. The successful applicant will be required to have passed the OECD test for statistical assistants.