OFFICE CIRCULAR

STATISTICIAN ANALYST (GRADE A2/A3), ENERGY STATISTICS DIVISION, OFFICE OF ECONOMICS, STATISTICS AND INFORMATION SYSTEMS, INTERNATIONAL ENERGY AGENCY

[Duration of appointment: Fixed term]

Closing date for applications: 14 December 1994

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

Duties

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

1. Participate in the overall design, methodology and management of a large, computerised international energy data system.
2. Assist, in this connection, in directing the maintenance and monthly, quarterly and/or annual updating of databases containing basic statistics (supply, demand, trade and related economic factors) regarding oil, natural gas, coal, electricity and other energy sources of non-OECD countries. This includes the design and review of the data collection systems; the assessment of data obtained and improvement of data quality when necessary; production of periodic and ad hoc statistical reports to Member countries and the Secretariat and adapting methodology and operations to changing user needs and development in energy supply, demand, trade and economics. The post necessitates the development and maintenance of data contacts in many parts of the world but particularly in Central and Eastern Europe and the countries of the former Soviet Union.

3. Participate in reviews of the energy policies and programmes of non-OECD Member countries conducted by the Non-Member Country Division of the IEA Secretariat.

4. Participate in technical meetings with energy experts from national administrations and/or other international organisations for the development of energy statistics and their related definitions and methodology.

5. Provide advice on statistics and statistical methodology to the Secretariat, administrations of Member and non-Member countries and, where appropriate, arrange seminars on energy data collection and the methodologies for their presentation.

6. Assist in the Secretariat’s ongoing analysis of trends in energy supply, demand, trade and economics.

7. Supervise statistical assistants engaged in processing data submissions, resolving data problems, maintaining databases, searching publications for improved data sources, preparing statistics for reports and preparing the publication of the statistics.

8. Co-operate with information systems staff in adapting software, file management procedures and user services to changing requirements.

**Principal qualifications**

1. A university degree, preferably in statistics or economics or extensive relevant experience. Experience in an energy industry would be a major advantage.

2. Experience of database management together with a good knowledge of microcomputer software for word-processing and spread-sheet functions.
3. Good knowledge of the sources and methods used for compiling energy statistics.

4. Ability to work as a member of a multi-disciplinary team and to communicate with users at all levels.

5. Very good knowledge of one of the two official languages of the Organisation (English and French); good knowledge of the other. Knowledge of Russian would be a major advantage.