OFFICE CIRCULAR

PRINCIPAL ADMINISTRATOR (GRADE A4), EMERGENCY PLANNING AND PREPARATION DIVISION, OFFICE OF OIL MARKETS AND EMERGENCY PREPAREDNESS, INTERNATIONAL ENERGY AGENCY

Duration of appointment: Fixed term

Closing date for applications: 3 May 1995

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

Duties

Under the general supervision of the Head of Division and within an interdisciplinary team, the post-holder will be required to:

1. Prepare the examination of present and possible new Member countries’ emergency response programmes and policies, participate in these examinations, prepare the resulting reports, and follow-up on recommendations. Participate in long-term reviews of security issues.
2. Perform studies on specific country, industry or market situations, including analysis of oil stock, transport and refining systems, and prospects from the viewpoint of emergency response.

3. Prepare for, participate in, and report on periodic tests of the IEA’s oil emergency preparedness systems; co-ordinate test preparation and activities and act as liaison with the national emergency organisations of Member countries and oil companies; contribute to improvement of systems, using results of tests.

4. Draft reports and documentation for the IEA Standing Group on Emergency Questions and the Oil Industry Advisory Board and its Sub-Committees, and participate in and report to meetings of these bodies. Edit reports for publication.

5. Carry out other work on emergency security issues as required.

6. Develop and maintain contacts with other parts of the Secretariat and with members of administrations and oil companies involved in IEA emergency response activities. Represent the IEA on emergency response issues at international workshops, training sessions and conferences. Participate in the organisation of such events by the IEA.

Principal qualifications

1. Advanced university degree in a relevant technical subject, economics or business studies.

2. Very thorough knowledge of the economics, structure and operations of the international oil supply system, including refining and transport, for crude oil and oil products; direct operational experience with one or more aspects of oil supply.

3. Broad experience in oil policy issues in government and/or industry.

4. Ability to work under pressure in emergency situations and exercises.

5. A good knowledge of the relevant computer applications and procedures would be an advantage.

6. Excellent ability to construct, write and present clear and competent technical and analytical reports in English and working knowledge of French. Knowledge of languages of other IEA Member countries would be an advantage.

N.B. The post may be filled at the level immediately below if the qualifications and professional experience of the selected applicant correspond to that level; in this case, the duties and responsibilities assigned to the post will be adjusted accordingly.