OFFICE CIRCULAR

SUBJECT: ADMINISTRATOR SUPPLY ANALYST (GRADE A2/3) IN THE EMERGENCY PLANNING AND PREPARATION DIVISION, OFFICE OF INFORMATION AND EMERGENCY SYSTEMS OPERATIONS, COMBINED ENERGY STAFF

Closing Date for applications: The closing date for applications is 6 weeks after the publication date.

Duties

Under general supervision of the Division Head:

1. To analyse information from IEA Member countries and the oil industry on oil supply, demand stocks, refining, transport and related areas from all aspects of emergency preparedness.

2. To perform studies on specific country, industry or market situations including analysis of logistic systems.

3. To assist in designing and implementing computerised procedures for the analysis of information.
4. To prepare and participate in reviews of Member countries’ emergency response programmes.

5. To co-operate with other Divisions of the Combined Energy Staff in areas such as oil supply/demand analysis and oil market forecasts.

6. To prepare, participate in and assess periodic tests of the IEA oil allocation system.

7. To draft reports and documentation for the IEA Standing Group on Emergency Questions and the Industry Advisory Board and its Sub-Committees and participate in meetings of these Committees.

8. To assist with administrative work of the Division.

9. To participate in other work assigned to achieve the Agency’s goals.

Principal qualifications

1. University degree in a technical subject or economics or equivalent professional training.

2. Knowledge of the economics, structure and operation of the international supply system for crude oil and oil products; direct operational experience with one or more aspects of oil supply would be a distinct advantage.

3. Knowledge of systems analysis and computer operations and/or legal aspects of oil supply operations would be an advantage.

4. Excellent ability to construct, write and present clear and competent technical and analytical reports in one of the official languages of the Organisation (English and French); good knowledge of the other language and/or other languages of IEA countries would be an advantage.