OFFICE CIRCULAR

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

Closing Date for applications:  30th September 1991.

Duties:

Under the general supervision of an Administrator:

1.  Maintain and improve data banks of energy and energy-related statistics, regarding supply, demand, trade, infrastructure and prices for one or more sources of energy, based on data obtained from submissions by administrations of Member countries and from published and other sources.  Supervise the work of junior staff.

2.  The assignment will initially involve oil and gas statistics and the emergency data systems, but may be changed during the term of employment.
3. 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 data base.

4. Design and supervise computerised access, calculation and output procedures and operations necessary for photocomposition. Assist in the overall design and management of computerised data banks and make proposals for improved organisation. Follow development of hardware and software facilities, taking advantage of improvements in them 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.

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

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.

2. Extensive statistical experience relevant to energy statistics. Some knowledge of energy industry operations would be an advantage.

3. Experience with large computerised data banks and ability to supervise junior staff involved in data bank 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.