OFFICE CIRCULAR

HEAD OF DIVISION (GRADE A5) OFFICE OF OIL INDUSTRY AND MARKETS DIVISION, INTERNATIONAL ENERGY AGENCY (IEA)

[Duration of appointment: Fixed term]

Closing date for applications: 24 July 1996

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

Role

Under the supervision of the Office Director, the main responsibility of the post-holder is to supervise and co-ordinate the work of the Division in monitoring and reporting on oil industry and market developments. In addition, the post-holder will be required to assist in enhancing the IEA's image through outside contacts and in marketing of the IEA's analytical and statistical publications.

Main Duties

1. Plan and organise meetings of the Standing Group on the Oil Market (SOM), develop the agenda, supervise the preparation of and draft SOM papers, and arrange for the participation of outside speakers. Participate in SOM meetings and advise governments on recent trends in the global oil market and medium-term developments, particularly highlighting policy-related issues and recommending appropriate action.
2. Plan, lead and co-ordinate the preparation of the IEA's monthly oil Market Report, the presentation of results for the Governing Board and SOM, and follow up with media, governments and the oil industry. (The Report provides a review of global oil markets covering oil demand, supply, stocks, prices and refinery activity and includes demand and supply projections for the year ahead.)

3. Co-operate with other Divisions in the IEA on oil industry aspects of their work, including emergency preparedness, IEA member government and non-member government country reviews, the development of long-range energy outlooks and environmental issues.

4. Develop and maintain close contacts with government officials on important policy developments, as well as with oil companies and consultants, and co-ordinate the work of consultants working for the Agency on oil industry-related matters.

5. Supervise the work of professional and support staff as well as consultants. Assign work, provide advice and guidance, review completed work and ensure the training of new or temporary staff in the Division.

Principal Qualifications

1. Advanced university degree in economics, science, engineering, or a related discipline.

2. Extensive experience in the international oil industry with experience in the field of oil and energy policy. Specific areas of expertise include oil production, refining and distribution, petro-chemicals, oil trade, oil stock policy and product quality issues.

3. Strong analytical, communication and interpersonal skills, political sensitivity and ability to establish and maintain effective working relations with senior government and industry officials.

4. Proven experience in team building and in planning, co-ordinating and supervising the work of a team. Strong achievement orientation and personal initiative, as well as an ability to work under pressure, often to tight deadlines.

5. Excellent drafting and speaking ability in English; working knowledge of French.
GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to both male and female nationals of Member countries. External candidates must be between the ages of 21 and 55 years (for certain posts, the age limit may be exceptionally lowered or raised).

Closing date: The date shown is that at which the selection procedures begin officially. Applications received later will be considered only on an exceptional basis.

Duration of appointment: Unless otherwise mentioned in the Vacancy Notice, in the case of an established official being chosen for the post, an appointment of indefinite duration may be offered, and in all other cases, a fixed-term appointment will be offered.

Grade of appointment: Posts are normally filled at the grade indicated. Some posts, however, may be filled provisionally at the level immediately below if the qualifications and professional experience of the chosen candidate correspond to that level and if such a possibility has been indicated on the vacancy notice. In this case, the duties and responsibilities assigned will be adjusted accordingly.

Place of work: Unless otherwise stated, work will be carried out in Paris. However, for some posts, occasional travel may be required.

Duties: The duties mentioned are the main duties to be carried out at the time of appointment. They may be modified according to the work programme of the Service or with the introduction of new work methods and/or equipment.

Qualifications: The qualifications listed are those which are most important to the performance of the duties mentioned. Their sequence is not an indication of the relative importance attached to them.

Tests: For some posts, candidates may be required to take a written or oral examination. The result will be a factor in the selection.

Interviews: The best-qualified candidates will be called for interview. Those who are not to be interviewed will be so informed. Candidates who are not native speakers of either of the two official languages will be assessed at interview in the official language of their choice -- unless the post in question requires an excellent or very good knowledge of both languages in which case all candidates will be required at interview to demonstrate competency in the two languages.

Final selection: The final selection will be made on the basis of the qualifications mentioned in the Vacancy Notice and in comparison with those of the other candidates. Unsuccessful candidates will be notified not later than one month after the appointment procedure has been completed.

How to apply: Those who wish to apply for this post should do so on an application form obtainable from the Personnel Service. Applications should be sent to this Service, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate.

February 1996