OFFICE CIRCULAR

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

Closing date for applications: 4th February 1997

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

Role

Under the general supervision of the Head of Division, the main responsibilities of the post-holder will be to analyse the oil industry and market and related events, to obtain and evaluate information on current oil market conditions, to generate short-term forecasts of key oil market components and to evaluate medium-term developments and advise on their policy implications. In addition, the post-holder will assist in enhancing the IEA’s image and in marketing of the IEA’s analytical and statistical publications.

Main Duties

1. Monitor and analyse developments in global oil supply in the short and medium term.

2. Assume full responsibility for drafting the Supply section of the IEA Monthly Oil Market Report and for conducting the necessary supporting research. Provide follow-up information to government, industry, and media as requested.
3. Prepare papers and other reports on topics affecting oil policy or of special interest to various IEA Standing Groups, the Governing Board and to external audiences. Topics include global oil production developments and other oil market issues.

4. Support activities of other IEA and OECD divisions related to the oil industry and market analysis and review and/or contribute to oil-related components of other IEA work (Country Studies, the World Energy Outlook, etc.), as appropriate.

5. Participate in the overall analytical work of the Division, develop and maintain contacts in the oil industry, governments, and oil consultancies.

Principal Qualifications

1. Advanced university degree in economics, science, engineering or other relevant disciplines.

2. Very good knowledge and experience of the international oil industry structure and oil market operations; direct oil industry experience is desirable, particularly in the area of oil production.

3. Policy experience related to oil questions with government.

4. Experience in quantitative data analysis, forecasting and development of analytic methodologies, and requisite computer skills.

5. Ability to write clear summaries of technical information for non-technical audiences.

6. Good inter-personal communication skills, with ability to work as a member of a small team, and to respond quickly to users’ requests. Ability to work under pressure.

7. Very good drafting and speaking ability in English; working knowledge of French.

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.
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 less than 65 years old at the time of appointment.

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.

December 1996