

**ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT**

UNCLASSIFIED

Paris, 05-Oct-99

HUMAN RESOURCE MANAGEMENT

OLIS : 05-Oct-1999

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OFFICE CIRCULAR

**HEAD OF THE OIL INDUSTRY AND MARKETS DIVISION, (GRADE A5),
OFFICE OF OIL MARKETS AND EMERGENCY PREPAREDNESS,
INTERNATIONAL ENERGY AGENCY**

Closing date for applications: 4 novembre 1999

*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, lead and co-ordinate the preparation of the IEA's monthly Oil Market Report, the presentation of results for the Governing Board and the Standing Group on the Oil Market (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.)

2. Plan and organise meetings of the Standing Group on the Oil Market, 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.
3. Provide market information and expertise during oil emergencies and support and participate in exercises related to maintaining emergency response capabilities.
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. Co-operate with other Divisions in the IEA on oil industry aspects of their work, IEA member government and non-member government country reviews, the development of long-range energy outlooks and environmental issues.
6. 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 and Core Competence

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 any or all of the following; oil production, refining and distribution, oil trade, oil stock policy or 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 ability to work under pressure, often to tight deadlines.
5. Excellent drafting and speaking ability in English.

GENERAL INFORMATION ON VACANCIES AND APPLICATIONS

Who may apply: Posts in the Organisation are open to nationals of Member countries only. External candidates must be less than 65 years old at the time of appointment. We encourage applications from female candidates.

Principal Qualifications and Core Competencies: The qualifications and core competencies listed are those which are most important to the performance of the duties mentioned. Since the criteria outlined in the job description are strictly applied, only candidates meeting the requirements of the post should apply.

Closing date: Applications must be submitted by this date. Applications received after this date will be considered on a very exceptional basis only.

How to apply: (applications *must* include the vacancy reference number, nationality, sex, and date of birth)
Choose *one* of the following methods only:

1. Recruitment information and online application form available from our web-site; or
2. Email your CV, cover letter and any supporting documentation*; or
3. Fax or send your detailed CV to Human Resource Management, accompanied by any supporting documentation*.

* E.g. list of publications where appropriate. NB. Copies of diplomas, qualifications etc are *not* required at this stage.

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. Candidates who are not native speakers of either of the two official languages, i.e. English or French, will be assessed at interview in either language of their choice – unless the post in question requires an excellent or very good knowledge of both English and French in which case all candidates will be required at interview to demonstrate competency in both.

Not-shortlisted candidates: The Organisation regrets that due to the large number of applications received, candidates who are not shortlisted for either interviews or tests will not be contacted.

Final selection: The final selection will be made on the basis of the qualifications, experience and core competencies mentioned in the Vacancy Notice and in comparison with those of the other candidates. Shortlisted candidates will be informed by telephone as quickly as possible of the outcome of their interview and will subsequently receive written confirmation of this from OECD Human Resource Management.

Duration of appointment: All appointments are for a fixed term, usually for two or three years, with the possibility of renewal.

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 the place of work is Paris. 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.