

ORGANISATION FOR ECONOMIC
CO-OPERATION AND DEVELOPMENT

GENERAL DISTRIBUTION

DIRECTORATE FOR GENERAL
ADMINISTRATION AND PERSONNEL•

Paris: >
OLIS: 12-12-1990

PERSONNEL DIVISION
Information: Office 324
Poste 83.92
Telefax: 45 24 79 11

AGP/P/VAC(90)61

••••

••••• Already published under
••••• Reference ADV(90)450

OFFICE CIRCULAR

Subject: Principal Statistical Assistant (B5), Energy Statistics Division,
Combined Energy Staff.

• Closing date for applications: The closing date for applications is
4 weeks after the publication date.

Duties:

- Under the general supervision of an Administrator:
-
- 1. • Maintain and improve data banks on energy statistics, regarding
supply, demand, and trade statistics on a monthly or quarterly
basis. This data is obtained from submissions by administrations
of Member countries and other sources.

>

-
- 2. • The work includes responsibility for review with the assistance of junior staff of data submissions for accuracy and checking. It involves prompt updating of data bases; monitoring and documenting breaks in series, and adjusting series according to changes in definition.
- 3. • Investigate on a continuous basis, sources of data and methods of calculation, including modifying and creating new series and other work required to maintain and improve the accuracy and completeness of the data base.
- 4. • The initial assignment will mainly involve short-term oil and gas statistics of Member countries but may be changed during the term of employment.
- 5. • Design and supervise calculation and output procedures and operations necessary for photocomposition. Assist in the overall design and management of computerised data banks. Follow development of hardware and software facilities, taking advantage of improvements in them to improve the efficiency of working methods.
- 6. • Assist in drafting and editing of statistical reports, documents, publications, and the presentation of graphical information. Design and implement textual computer files on sources and methods used in data banks.
-
- 7. • Assist in ad hoc projects on methodological issues and provision of specialised statistical information to the Secretariat or administrations.
- 8. • 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.***
- 9. • Carry out other ad hoc work and related tasks as required.

• 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 including statistical sources. Some knowledge of oil and gas industry operations would be an advantage.
-
-

- 3. • Experience with computerised data banks and ability to supervise junior staff involved in data bank activities. Knowledge of micro computer operations and software would be an advantage.
- 4. • Very good knowledge of one of the two official languages of the Organisation (English and French) and good knowledge of the other. Reading knowledge of other languages of IEA Member countries would be an advantage.