

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

**UNCLASSIFIED**

**Paris, 22-Sep-1998**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 22-Sep-1998**

**HRM/VAC(98)70**

**Telephone : 01 45 24 14 44**

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## **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: 22 October 1998**

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

### **Role**

Under the general supervision of the Head of Division (A5), the main responsibility of the post-holder will be to provide the Agency with analytical expertise on oil market conditions, especially during an oil emergency and to present that expertise in the IEA Monthly Oil Market Report, to internal committees and to outside fora.

### **Main Duties**

1. Monitor and prepare developments in global oil demand in the short and medium term (and the oil industry's responses to changes in oil supply and demand and in legislation relevant to the industry).
2. Research and draft the demand section of the IEA's Monthly Oil Market Report. Present analysis and findings at meetings of the IEA Governing Board and its Standing Groups, and of outside fora.

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

**Principal Qualifications and Core Competences**

1. Advanced university degree in economics or other relevant subjects.
2. Very good knowledge of and 10 years' experience with the international oil industry structure and oil market operations especially related to oil demand.
3. Policy experience with exposure to energy questions in government and/or industry. Experience in quantitative data analysis, and in developing analytical methodologies. Strong computer skills in working with spreadsheet and word processing languages.
4. Excellent drafting and speaking ability in English and working knowledge of French.

N.B. The appointment may initially be made 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.

**OECD, Human Resource Management  
2 rue André Pascal, 75775 Paris Cédex 16**

**E-mail: [personnel.contact@oecd.org](mailto:personnel.contact@oecd.org)**

**<http://www.oecd.org/hrm>**

## **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:** A fixed-term appointment (usually for two or three years, with the possibility of renewal) 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. 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, experience and core competences 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 a post should send a detailed Curriculum Vitae (indicating the vacancy reference number) to Human Resource Management, accompanied by supporting documentation, such as titles of publications and/or copies of diplomas, as appropriate. Other than employment history and educational background your CV must include your nationality, sex and birthdate.

November 1997