

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

UNCLASSIFIED

Paris, 03-Nov-1998

HUMAN RESOURCE MANAGEMENT

OLIS : 03-Nov-1998

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OFFICE CIRCULAR

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

Closing date for applications: 4 December 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 responsibilities of the post-holder will be to provide the Agency with expertise supporting analyses of oil market conditions, especially during an oil emergency, to present that expertise in the IEA Monthly Oil Market Report, as well as to internal committees and to outside fora, and to support other oil-related activities of the Agency.

Main Duties

1. Participate in interdisciplinary teams which monitor, analyse, assess and report on developments and future prospects in the international oil markets, in terms of supply, consumption, stocks, prices and refining operations.
2. Monitor and analyse short-term developments of crude oil and product prices, refinery throughputs and margins. Develop and implement appropriate computer systems for carrying out this analysis.

3. Analyse the financial and operating performance of major oil companies in terms of segmented earnings and standard financial indicators.
4. Prepare documents and reports on these issues, present findings to the Governing Board, standing groups, working parties and expert groups, and contribute to the publication of the monthly Oil Market Reports.
5. Create and maintain good working relations with officials in other parts of the OECD, international organisations, governments and oil companies. Represent the Secretariat on subjects related to oil market analysis at international conferences and seminars.

Principal Qualifications and Core Competences

1. Advanced university degree in economics/mathematics/engineering or other relevant subjects.
 2. Knowledge of and experience with international oil industry and oil market structures and operations.
 3. Background in refinery economics and manufacturing/supply/trading processes required.
 4. Flexibility and ability to work under pressure and tight deadlines, effective communication skills.
 5. Excellent knowledge of English, working knowledge of French. Excellent drafting ability in English.
- 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

<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