

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

**UNCLASSIFIED**

**Paris, 16-Mar-99**

**HUMAN RESOURCE MANAGEMENT**

**OLIS : 16-Mar-1999**

**HRM/VAC(99)18**

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## **OFFICE CIRCULAR**

### **ENERGY STATISTICIAN ANALYST (GRADE A2/A3), ENERGY STATISTICS DIVISION, INTERNATIONAL ENERGY AGENCY**

**Closing date for applications: 15 April 1999**

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

#### **Role**

Under the general supervision of the Head of the Energy Statistics Division (A5), the main responsibility of the post-holder will be to manage the Section in charge of non-member countries' statistics and information in the Energy Statistics Division (ESD). This includes the development and maintenance of data contacts in many parts of the world but particularly in large energy consumer countries such as Russia, China, India as well as in several regional and international organisations.

#### **Main Duties**

1. Assist in directing the maintenance and monthly, quarterly and/or annual updating of databases containing basic statistics (supply, demand, trade and related economic factors) regarding oil, natural gas, coal, electricity and other energy sources of non-OECD countries. This includes the design and review of the data collection systems; the assessment of data obtained and improvement of data quality when necessary; production of periodic and ad hoc statistical reports to Member countries and the Secretariat, production of statistics books and electronic devices and adapting methodology and operations to changing user needs and development in energy supply, demand, trade and economics.

2. Participate in the overall design, methodology and management of a large, computerised international energy data system.
3. Participate in reviews of the energy policies and programmes of non-OECD Member countries conducted by the Non-Member Country Office of the IEA Secretariat.
4. Participate in technical meetings with energy experts from national administrations and/or other international organisations for the development of energy statistics and their related definitions and methodology.
5. Provide advice on statistics and statistical methodology to the Secretariat, administrations of Member and non-member countries and, where appropriate, arrange seminars on energy data collection and the methodologies for their presentation.
6. Assist in the Secretariat's ongoing analysis of trends in energy supply, demand, trade and economics.
7. Supervise statistical assistants engaged in processing data submissions, resolving data problems, maintaining databases, searching publications for improved data sources, preparing statistics for reports and preparing the publications of the statistics.
8. Co-operate with information systems staff in adapting software, file management procedures and user services to changing requirements.
9. Perform other tasks upon request.

### **Principal Qualifications and Core Competences**

1. A university degree in statistics or economics
2. At least three years' experience in an energy industry and/or in a statistical administration. Experience of database management together with a good knowledge of microcomputer software for word-processing and spread-sheet functions.
3. Good knowledge of the sources and methods used for compiling energy statistics.
4. Proven ability in supervision of a team of statisticians and statistical assistants.
5. Ability to work as a member of a multi-disciplinary team and to communicate with users at all levels.
6. Very good knowledge of one of the two official languages of the Organisation (English and French) and good knowledge of the other. Knowledge of one or several other languages (Spanish, Russian, Chinese, etc...) would be a major advantage.
7. Demonstrated ability to report quickly and clearly in written form in one of the two official languages of the OECD on complex issues.

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.

## 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 this 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