

Paris, 20-Apr-99

HUMAN RESOURCE MANAGEMENT

OLIS : 20-Apr-1999

HRM/VAC(99)30

Telephone : 01 45 24 14 44

Telefax : 01 45 24 79 11

OFFICE CIRCULAR

STATISTICAL ASSISTANT (GRADE B3), ENERGY STATISTICS DIVISION, INTERNATIONAL ENERGY AGENCY

Closing date for applications: 20 May 1999

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

Role

Under the general supervision of an Administrator, the main responsibilities of the post-holder will be to assist in the reception, review, input, checking and release of data submissions more specifically on natural gas and to participate in the creation and maintenance of large databases of the Division.

Main Duties

1. Receive, review and input data submissions from Member countries and other sources. Check data for completeness, internal consistency and plausibility, and correct calculations using existing verification procedures. Compare data with published sources for accuracy and consistency with definitions.
2. Assist in investigating and resolving anomalies in collaboration with national administrations of Member countries.
3. Maintain appropriate documentation on data series.
4. Participate in the creation and maintenance of large computerised databases and draft instructions for processing data.

5. Participate in the IEA Emergency Data System as required.
6. Assist in designing and implementing procedures for the preparation of the energy statistics publications using the main databases and software available on the PC local area network. Exploit hardware and software developments to improve the efficiency of working methods.
7. Carry out ad hoc extractions and manipulation of data.
8. Carry out other related duties as assigned.

Principal Qualifications and Core Competences

1. Good secondary level of education; sound knowledge of elementary mathematics. Some knowledge of energy industry operations and terminology would be an advantage.
 2. Some experience in the basic use of databases and computer software. Programming experience would be an advantage.
 3. Ability to work accurately, pay attention to detail and work to deadlines. Ability to deal simultaneously with a wide variety of tasks and to organise work efficiently.
 4. Good communication skills; ability to work well in a team and in a multicultural environment, particularly in liaising with contacts in national administrations and industry.
 5. Very good knowledge of one of the two official languages of the Organisation (English and French); good knowledge of the other. Knowledge of other languages would be an advantage.
- N.B. Applicants must have been successful in the IEA test or in the OECD test for Statistical Assistants.

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 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.