



AVIS DE RECRUTEMENT

L'Organisation des Pays Exportateurs de Pétrole (OPEP) recrute :

- Un Coordinateur de développement du système informatique
- Un Coordinateur de la base de données statistiques

Les dossiers de candidatures doivent être adressés à Monsieur le Ministre du Pétrole, du Gaz et des Mines qui, après examen par les services techniques du Ministère, se chargera de transmettre à l'OPEP les potentielles candidatures pour le compte de la République Gabonaise.

Ces dossiers doivent être directement déposés au Cabinet du Ministre ou envoyés par courriel à l'adresse suivante : magloire.menie@yahoo.fr, au plus tard le 20 septembre 2020. Le tout conformément aux termes de référence définis par l'OPEP dans les offres ci-dessous :



VACANCY ANNOUNCEMENT

Job Profile:
Statistical Systems Coordinator
Job Code: 3.2.01

The Data Services Department collects, retrieves and provides statistical data as support to the research and analytical studies in the other Research Division Departments and other activities of the Secretariat. It also develops up-to-date IT applications and database systems, and provides specialized relevant documents and references. The Department has the responsibility of a central, timely provider of reliable up-to-date data, documentation and information pertaining to oil markets in particular and energy markets and related issues in general as well as rendering IT development services.

Objective of Position

To assist the Head of Data Services Department and to coordinate, supervise and carry out statistical activities, to manage and guide staff assigned to the Statistics Group in identifying, collecting, storing and retrieving statistical data for the Secretariat and in providing statistical assistance to researchers in the Secretariat; to carry out statistical research in energy, oil and economics related projects and other administrative tasks relating to the Group.

Main Responsibilities

1. Plans, develops, organizes, coordinate and supervises the activities relating to statistical data support and analysis and coordinates staff assignments within the Group
2. Guides staff in the group in compiling and analyzing statistical data as reported by Member Countries and secondary sources
3. Supervises the staff in the group in maintaining and updating the statistical database of the Secretariat
4. Guides the Department's staff, in close cooperation with the staff of other Departments in the Secretariat, to generate and improve the statistical data reporting by the Secretariat
5. Maintains and develops networking with other national organizations to improve the quality of statistics data in the Secretariat
6. Coordinates and assists the Head in administrative matters referring to the Statistics Group
7. Carries out any other tasks assigned by the relevant superiors as pertain to his/her background, qualifications and position

Required Competencies and Qualifications

Education:

1. University degree in Statistics, Mathematics, Operational Research or Economics
2. Advanced degree preferred

Work Experience:

1. University degree: 10 years
2. Advanced degree: 8 years

Training Specializations:

1. Statistical methods and analysis
2. Econometrics
3. Database queries and data mining
4. Relational Databases, Design Principles (ER-Modeling, Data Flow Diagram)
5. Extraction and transformation tools
6. Application Software: Excel, Access, Oracle, B20/20, PL/SQL
7. IT Skills (Internet, Networking, FTP, TCP/IP)
8. Oil industry operation
9. Firm knowledge in the area of energy with specific expertise in the oil sector

Competencies:

1. Managerial & leadership skills
2. Communication skills
3. Analytical skills
4. Presentation skills
5. Interpersonal skills
6. Customer service orientation
7. Team-building skills
8. Initiative and integrity

Language: English

Status and Benefits

Members of the Secretariat are international employees whose responsibilities are not national but exclusively international. In carrying out their functions they have to demonstrate the personal qualities expected of international employees such as integrity, independence and impartiality.

The post is at grade D reporting to the Head, Data Studies Department. The compensation package, including expatriate benefits, is commensurate with the level of the post.

Applications

Applicants must be nationals of Member Countries of OPEC and should not be older than 58 years. Applicants are requested to fill in an application form which can be downloaded from the OPEC website.

In order for applications to be considered, they must reach the OPEC Secretariat through the relevant Governor not later than 30 September 2020.

VACANCY ANNOUNCEMENT

Job Profile:
IT Development Coordinator
Job Code: 3.3.01

The Data Services Department collects, retrieves and provides statistical data as support to the research and analytical studies in the other Research Division Departments and other activities of the Secretariat. It also develops up-to-date IT applications and database systems, and provides specialized relevant documents and references. The Department has the responsibility of a central, timely provider of reliable up-to-date data, documentation and information pertaining to oil markets in particular and energy markets and related issues in general as well as rendering IT development services.

Objective of Position

To supervise the IT development group and its staff, delegate and coordinate tasks and to ensure effective teamwork. To ensure reliability and availability of the OPEC Database, the OPEC Intranet and related applications.

Main Responsibilities

1. Plans, develops, organizes, coordinate, and supervises the activities of the IT Development Group
2. Carries out system analysis and feasibility studies for new applications
3. Determines system specification and provides outlines for system design
4. Develops standard procedures for implementation of new systems and provides guidelines for system development and standard system development procedures
5. Develops new applications and provides reviews on related technology
6. Provides reviews and analysis on various subjects and carries out other assignments as required
7. Provides user support
8. Administers and provides software packages, licenses, and subscriptions of data publications
9. Carries out any other tasks assigned by the relevant superiors as pertain to his/her background, qualifications and position

Required Competencies and Qualifications

Education:

1. University degree in Computer Science, Information Technology or other subject related to Information Technology
2. Advanced degree preferred.

Work Experience:

1. University degree: 10 years
2. Advanced degree: 8 years

Training Specializations:

1. System Analysis and Design: Relational Database, System Thinking, Feasibility Studies,
2. Information Architecture
3. Document and Records Management Systems
4. Web Content Management (CMS) Systems
5. Web Technologies
6. Oracle RDBMS
7. Modeling
8. Energy/Oil Statistics
9. Energy Information System
10. Familiarity with a variety of software packages

Competencies:

1. Managerial & leadership skills
2. Communication skills
3. Analytical skills
4. Presentation skills
5. Interpersonal skills
6. Customer service orientation
7. Team-building skills
8. Initiative and integrity

Language: English

Status and Benefits

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Fait à Libreville, le 08 SEP. 2020

Le Ministre du Pétrole, du Gaz et des Mines

