

Job Profile

Post title	Director, Research Division	Post grade	A
Post no.	2.1.01	Dept. / Office	Research Division
Post reports to	Secretary General	Post supervises	<ul style="list-style-type: none"> • Office of Director • Head, Data Services Department • Head, Petroleum Studies Department • Head, Energy Studies Department • Environmental Coordinator in the Environmental Matters Unit

Job dimensions

The Research Division's objective is to conduct a continuous program of research, issuing reports, analyses and data in the field of energy and related matters. It monitors, forecasts and analyses development in energy in general and the oil industry in particular, as well as follows and analyses related economic and financial developments. It contributes to the co-ordination of OPEC Member Countries in international negotiations and promotes co-operations between the various relevant global players to be able to be present and actively participate in the various international fora.

The Director, Research Division plans, organises, coordinates, manages and evaluates the work of the Research Division in accordance with the Division's work program and budget. The work covers studies on medium and long-term energy developments, short-term perspective studies and analyses of the petroleum market as well as data, information and IT Development in these fields. He/she provides substantive reports and other documentation with particular focus on supervising, guiding and contributing to the Secretariat's technical reports. As designated by the Secretary General, represents OPEC in Member Countries and at relevant international fora, as well as prepares and delivers substantive reports and statements and initiates research collaboration with relevant organizations and institutions. In addition, he/she contributes to further strengthen the cooperation between Member Countries in the fields of Research & Development and technology. He/she pursues close monitoring and analysis of on-going multilateral negotiations and dialogues with various governmental bodies, as well as further enhances the producer-consumer and producer-producer dialogues. Furthermore, he/she acts on behalf of the Secretary General during his absence as and when the Secretary General delegates his authority.

Main Duties and Responsibilities

The Director, Research Division defines, in broad terms, a research program on energy and related matters that is responsive to the needs of the Organization and Member Countries. He/she directs and coordinates the work of the Departments in the Research Division according to agreed priorities, paying particular attention to ensuring that the Departments' activities are efficiently and appropriately coordinated and the output is optimal and of high quality, that the information needs for the Petroleum and Energy Studies Departments are clearly communicated to the Data Services Department and channelled through the PR & Information Department and that the plans and priorities of the Data Services Department are fully responsive to these needs. Furthermore, he/she plans the Departments' activities, setting priorities among these to ensure that all studies

requested by the ECB, other standing committees and working groups are completed at high quality standards and on time, that other activities of the Division are appropriately focused on the areas of great interest to the Member Countries and that future requests for research and analysis are anticipated and requisite preparatory work is initiated.

He/she supervises the Department Heads reporting to him/her in assigning staff to studies and research projects particularly ensuring that studies requiring staff from more than one Department, or cut across the specific responsibilities of each Department, are efficiently carried out, appropriately coordinated and staffed and that all staff are effectively utilized on work of an appropriate level for their skills and experience. In addition, he/she coordinates the work of the Economic Commission Board and standing committees, assisting them in defining a coherent program of research to support the policy-making activities of the Conference, and supervising the execution of this research program. He/she identifies issues of importance to and implications for the Organization, bringing these to the attention of the Secretary General, the Economic Commission Board and other appropriate persons. He/she keeps the Secretary General fully informed of the Division's work and draws his attention to specific issues and studies of major importance. In addition, he/she works with the Secretary General and the Head, Public Relations & Information Department to coordinate the participation of the Secretariat staff in outside meetings and seminars and reviews proposed contributions by research staff to ensure that they are of high quality and in accordance with the interest of the Member Countries.

He/she reviews the performance evaluation, staff development, salary, promotion and separation recommendations made by the Department Heads reporting to him/her and amends these as appropriate. Furthermore, he/she ensures that the staff in his/her Division receive the supervision and guidance necessary to broaden and deepen their skills and constantly improve their performance. He/she defines the Division's future staff needs and ensures that these are clearly communicated to and discussed with the Head, Finance & Human Resources Department. In addition, he/she coordinates the preparation of the Division's annual budget and makes plans of missions and training for the Division's staff.

Requirements

Applicants must be nationals of Member Countries of OPEC and should not be older than 58 years.

Required Competencies and Qualifications

<p><i>a) Educational</i> Advanced University degree (PhD preferred) preferably in Economics and/or Engineering</p>
<p><i>b) Professional - Required specialised knowledge</i> Conducting and leading research on economic and technological issues in the fields of oil and energy</p>
<p><i>c) Professional - Experience</i> Minimum of 15 years (12 years in case of PhD) whereof 6 years at an International level in conducting and/or in planning/supervising research and development work relating to energy, in particular oil, and at least 6 years in a high-level managerial position</p>

d) Professional - Leadership skills

Managerial/leadership skills, analytical/decision-making/interpersonal and presentation skills as well as strategic and customer service orientation and negotiation skills

e) Professional - IT skills

MS Office

f) Communication skills, Presentation skills, Command of English

Communication skills in written and spoken English

g) Personal abilities & interpersonal skills

Initiative, professionalism

h) Behaviour, Appearance, Manner

The personal qualities expected of international employees such as integrity, independence and impartiality