



## **Announcement**

# **Secondment Program 2025 (SP-2025)**

### ***Objectives of the Secondment Programme***

The Secondment Programme (SP) is a capacity-building initiative targeted at providing participants with a unique career development opportunity for a maximum duration of one year. The Programme is open to applicants from all nationalities, with preference given to OPEC Member Country nationals.

**Applicants must be nominated by their respective OPEC Governor or employer.**

### ***Professional Benefits to SP Participants***

Participants in the SP benefit from being in the programme through:

- Involvement and close participation in the daily activities, research programmes and studies of the OPEC Secretariat.
- Contributing to ongoing projects in the Secretariat and strengthening of networks with Member Country professionals.
- Gaining experience at the Secretariat, deepening knowledge of OPEC and understanding of its goals, priorities, and activities.
- Opportunities to be involved in cutting-edge research and hands-on experience regarding climate change policy issues and a range of energy and various technical- and administration-related topics.
- Enhancing professional experience via practical work assignments.
- Exposure to a rich international environment and interaction with researchers from OPEC Members and other countries.
- Broadening of career possibilities as a result of the experience and insights gained at OPEC.

### ***General Eligibility Requirements***

- The programme is open to applicants from all nationalities, with preference given to OPEC Member Country nationals.
- Applicants must be nominated and supported by their respective OPEC Governors or employer.
- Applicants should be professionals with a minimum of five years of relevant work experience.
- Applicants must meet assignment requirements for desired projects as set forth by the relevant Department/Office/Unit at the OPEC Secretariat.

- Applicants must be familiar with research methodology and should have a proven record of equivalent or related experience as required in the chosen position.
- Participants are expected to be able to undertake the programme in English, the working language of the Secretariat.

### ***Expected Outcome/Deliverables***

- Participants will be directly involved in a Department/Office/Unit at the Secretariat and will contribute to it.
- Participants are required to deliver a report to the Secretariat on the findings of their research projects.
- Participants are required to make a presentation at the end of their assignment and discuss their findings with members of the Secretariat.
- All intellectual property arising from the secondment period by participants belongs to the Secretariat.
- An intellectual property and confidentiality agreement will be signed before a successful participant is formally accepted into the programme.

### ***Duration & Working Hours***

The duration of the programme will be a maximum of 12 months. SP participants are expected to observe and adhere to the official working hours of the Secretariat and/or any other rules and procedures applicable at the Secretariat.

### ***Allowances, Accommodation, Travel, and Insurance***

- Participants are required to have full paid employment in their own seconding Member Country, or an employer, and be able to fully support themselves financially while staying in Vienna. They must provide adequate evidence of this before being admitted into the programme.
- Participants must arrange their own health/sickness insurance and provide evidence that they possess adequate health coverage before arriving in Vienna. The Secretariat will not be responsible for any health or sickness claims stemming from the secondment period.
- The Secretariat will enrol participants in its accident insurance scheme for the duration of their stay in the programme at the Secretariat.

### ***Application Evaluation Criterion***

Candidates' professional merit and potential for successful research and/or related working experience will be the main consideration when evaluating applicants.

### ***Application Procedure***

Applicants are required to submit the following:

- Nomination letter from OPEC Governor or employer
- Complete application form
- Curriculum vitae (CV)
- Short research/project proposal
- Other supporting documents (if applicable)

The aforementioned documents should be sent **through OPEC Governors or employers** according to a deadline established by the Secretariat.

The following are the vacancies available at the Secretariat for the Secondment Programme 2025:

### *Summary of Vacancies- SP 2025*

<b>Requested Department</b>	<b>Vacancy</b>	<b>Duration</b>
<b>DSD</b>	<b>Statistician</b>	1 year
<b>EMD</b>	<b>Environmental Research Analyst</b>	1 year
<b>ESD</b>	<b>Technology Analyst</b>	1 year
<b>FHRAD</b>	<b>Financial Analyst</b>	1 year
<b>ITD</b>	<b>IT Services Specialist</b>	1 year
	<b>AI Chatbot Developer/Specialist</b>	1 year
	<b>IT Project Manager</b>	1 year
<b>PRID</b>	<b>Copyright Compliance Assistant</b>	1 year
	<b>Digital Media PR Specialist</b>	1 year

# Data Services Department

## *Introduction to the Data Services Department*

The Data Services Department (DSD) is responsible for collecting, retrieving and providing statistical data as support to the research and analytical studies in the other RD Departments and other activities of the Secretariat. The Department thus has the responsibility to a central, timely provider of reliable up-to-date statistical data pertaining to oil markets and energy markets and related issues in general. The Department's responsibilities also include provisioning reliable datasets to support the modelling capabilities of the Organization, and the production of one of its flagship yearly publications – the Annual Statistical Bulletin (ASB).

## **Vacancy:**

### **1. Statistician**

## **Assignments:**

- Collection of time-series data from several external sources like the National Bureau of Statistics of China, IEA, OPEC, and other research agencies/consultancies reports.
- Analysis scenario under different policy and economic conditions by set industry consultancies (historical, and short-term forecast).
- Analysis and comparison of underlying methodologies and assumptions
- Statistical analysis on historical China oil demand
  - Analysis of China's GDP growth trends over the past decade.
  - Correlation between economic slowdown and oil demand.
  - Sectoral analysis of oil consumption (industrial, transport, residential).
  - EV Penetration in the Light Vehicle Fleet.
  - Growth trends in EV sales and fleet share.
  - Impact on gasoline and diesel demand.
  - Government policies, subsidies, and infrastructure development.
  - Fuel Substitution in Heavy Transport.
  - Adoption rates of natural gas in trucking.
  - Comparison of cost efficiency gas Vs Diesel.
  - Market drivers (policy incentives, LNG infrastructure expansion).
- Statistical analysis on historical India oil demand
  - Analysis of China's GDP growth trends over the past decade.
  - Correlation between economic slowdown and oil demand.
  - Sectoral analysis of oil consumption (industrial, transport, residential).
  - Government policies, subsidies, and infrastructure development.
- Statistical Analysis applied on various oil demand historical data: regression analysis, demand elasticity modelling, and forecasting methods.

## Proposed Project

Analysis of recent China and India economic and energy development and perspectives. Elasticities estimation for global and regional oil demand.

**Duration:** one year

### Requirements:

- The candidate should have an advanced university degree in statistics, economics, mathematics with at least five years' experience in market dynamics and forecasting.
- Proficiency in statistical software (e.g., R, Python, Stata, EViews).
- Experience in regression analysis, demand elasticity modelling, and forecasting.
- Data Visualization capabilities for complex datasets.
- Experience with energy market modelling and forecasting.
- Knowledge of Chinese and Indian economic and energy policies.
- Strong analytical and report-writing skills.
- Able to work in international workplace.

# Energy Studies Department

## *Introduction to the Energy Studies Department*

The Department is responsible for monitoring, analysing and forecasting world energy developments in the medium and long term and reporting thereon. It also monitors developments and undertakes specific studies on energy demand and production related technology and the emerging implications for OPEC. Dr. Abderrezak Benyoucef is currently the Head of the Energy Studies Department.

## **Vacancy:**

### **1. Technology Analyst**

## **Assignments:**

To study and analyse technological developments in fields pertaining to energy and to carry out in-depth studies on technologies that could result in a departure from current trends in supply/demand patterns; to assess potential technology breakthroughs; to develop technology-rich scenarios for the OPEC World Oil Outlook; and to contribute to the development of modelling tools addressing the impact of technology on energy supply/demand levels and structure.

**Duration:** one year

## **Requirements:**

Candidate should have at least eight years of experience; an advanced degree is preferred.

# Environmental Matters Department

## *Introduction to the Environmental Matters Department*

The Environmental Matters Department (EMD) is responsible for undertaking studies on the environment, sustainable development, and related issues across various levels. Additionally, the Department monitors developments within the United Nations and other intergovernmental processes that are relevant to energy, climate change and sustainable development. This includes close attention to developments under the Paris Agreement, alongside other environmental accords. The EMD is actively engaged in assessing advancements related to the 2030 Agenda and its Sustainable Development Goals (SDGs), with a specific focus on SDG7, which addresses universal access to energy. The Department tracks the implications of these processes on the energy sector, as well as their impact on OPEC Member Countries. Mr. Mohammad Hassani is the Head of the Environmental Matters Department.

## **Vacancy:**

### **1. Environmental Research Analyst**

## **Assignments:**

To monitor and analyse international debates and developments on climate change, including activities and negotiations under the United Nations Framework Convention on Climate Change (UNFCCC), the International Panel on Climate Change (IPCC), sustainable development, and other global policy initiatives aimed at addressing climate change challenges. The role involves conducting in-depth research on the implications of international climate policies and agreements for OPEC and its Member Countries, focusing especially on their impact on the global oil market and oil-exporting nations. The analyst will evaluate how mitigation and adaptation efforts influence energy markets and assess strategies to align OPEC's interests with global environmental objectives. Additionally, the analyst is tasked with producing analytical reports and briefings that inform OPEC Member Countries' strategic planning and involvement in these discussions in response to evolving climate change policies and their potential impacts on the oil industry.

**Duration:** one year

## **Requirements:**

The candidate should have at least five years of experience; an advanced degree is preferred.

# Finance, Administration and Human Resources Department

## *Introduction to the Finance, Administration & Human Resources Department*

The Department comprises 3 sections: Finance, Human Resources & Administration.

The Finance Section is responsible for all financial matters, ensuring that all financial transactions are in accordance with the Organization's Financial Regulations, Financial Rules, and Procedures. It draws up the budget of the Secretariat and maintains the book of accounts.

The Human Resources Section develops and applies effective human resources management policies to enable the Secretariat to efficiently carry out its functions with competent and motivated staff.

The Administration section provides services relating to the Secretariat building, its offices as well as the SG's residence, transportation; procurement and office supplies, travel, hotel and visa arrangements; removal of personal effects; implementation of Headquarters Agreement including staff registrations, license plates, declarations and other matters related to privileges and immunities and logistics for all meetings of the entire Secretariat.

Mr. Abdulmonem Allafi is currently the Head of the Finance, Human Resources & Administration Department.

## **Vacancy:**

### **1. Financial Analyst**

#### **Assignments:**

- Budgeting: Automation of Budget templates verification.
- Accounting: Contributing to the ongoing project on the new Enterprise Resource Planning (ERP) software; Cost Accounting.
- Treasury/Funds flow: Tracking of Interest Expenses; Ad hoc requests.
- Reporting: Automating -Enhancing various Finance Section reports.
- Internal Controls: Follow up/ Support on the Internal Audit recommendations with different DoU.
- External Audit: Ad hoc support including filing.
- Other: Automation of Financial Policies in Document Management System (DMS); Review of Terms of Reference - Support in Fraud Detection Plan- Ad-hoc requests

**Duration:** one year

#### **Requirements:**

5+ years of related experience; Aptitude for Financial reporting; Advanced MS Excel including Macros; ERP Implementation experience, preferred



# Information Technology Department

## *Introduction to the Information Technology Department (ITD)*

The Information Technology Department (ITD) oversees the Secretariat's information and communication technologies (software and hardware), associated services, and related tasks, including planning, capacity building, quality assurance, and development of IT policy and assurance of compliance.

It provides secure and reliable IT infrastructure, software engineering, data management, and IT user support services to enhance OPEC operations through comprehensive and state-of-the-art IT solutions.

Dr. Roberto Arenas Lara is the Head of the Information Technology Department.

## **Vacancies:**

### **1. IT Services Specialist**

## **Assignments:**

The effort will be oriented to complement internal studies and research, aiming to set a plan and implement the best practices related to the IT Service Catalogue of the department. The Seconded will analyse, question, and improve our internal IT processes, with a focus on IT service management, defining process considering common IT standards and good practice frameworks, estimating efforts required for the implementation of the OPEC IT Service Catalogue.

The expected results are:

- A plan for the implementation of the OPEC IT Service Catalogue.
- Definition and documentation of internal IT processes, when needed.
- Creation of the catalogue and its implementation through current ITSM tools.

**Duration:** One year

## **Requirements:**

A successful candidate for this position should have a university degree. (Master graduates or PhD candidates preferably) in a relevant field related to informatics, computer science. He or she should also have comprehensive knowledge of IT best practices and processes.

## 2. AI Chatbot Developer/specialist

Using the internal studies and the AI latest trends in SLMs and LLMs for the development and implementation of a chatbot, the Seconded shall create a solution for the IT Service Centre of the Secretariat based of current ITSM tools.

The expected outcomes, as follows:

- A plan for the implementation of the Chatbot
- Development/Implementation of the Chatbot

**Duration:** One Year

### Requirements:

A successful candidate for this position should have a university degree (Master graduates or PhD candidates preferably) in a relevant field related to informatics, computer science. He or she should also have comprehensive knowledge of IT best practices and processes.

## 3. IT Project Manager

The Seconded will identify and create a repository for all current IT projects, aiming to the definition and implementation of IT Project Control, as part of the IT Project Office.

The Seconded shall address the following:

- Document existing IT Projects.
- A proposal for the organization and associated management processes of the IT Project Office.
- Create a proposal plan for the implementation of the IT Project Office

**Duration:** One Year

### Requirements:

A successful candidate for this position should have a university degree (Master graduates or PhD candidates preferably) in a relevant field related to informatics, computer science. He or she should also have comprehensive knowledge of IT best practices and processes.

# Public Relations and Information Department

The Public Relations and Information Department is statutorily responsible for presenting OPEC's objectives, decisions, and activities in their true and most desirable perspective, contributing to the awareness of governments, national and international institutions, and companies, as well as the general public, while promoting the OPEC Secretariat as a professional institution in the field of energy market data, analyses and projections.

Furthermore, the Department manages comprehensive records on OPEC's current and historical activities. It also supports the Secretariat through providing literature focusing on the petroleum and energy industries.

## Vacancies:

### 1. Copyright Compliance Assistant

#### Assignments:

- Works together with IC Staff members to identify a list of publications to be checked for copyright.
- Confirms and gathers accurate information about each selected publication, including author names, publication dates, and editions.
- Learns how to use copyright databases and other relevant resources to verify the copyright status of each publication.
- Determines if any of the selected publications have entered the public domain and are no longer under copyright protection.
- Creates organized reports summarizing the copyright status of each selected publication, indicating whether they are in the public domain or still under copyright.
- Notes any specific permissions or restrictions associated with copyrighted materials, such as limitations on reproduction or distribution.
- Collaborates with the IC Staff members to ensure that digitized materials comply with copyright laws and restrictions.
- In cases where copyright status is unclear, seeks permission from copyright holders for the use of materials.

#### Proposed Project:

- Digitization of the Information Centre

**Duration:** one year

#### Requirements:

- The candidate should have bachelor's degree in law, Intellectual Property, Library Science, or a related field, as well as proficiency in utilizing copyright databases and other resources for verification.
- It is required to have ability to interpret and apply copyright-related information, and to be familiar with copyright laws and regulations.

- Understanding of permissions and restrictions associated with copyrighted materials is highly desirable.
- Excellent interpersonal and English communication skills (written and verbal) in order to communicate with publishers, authors, contributors, etc.
- The candidate should have analytical and project management skills.

## 2. Digital Media PR Specialist

### Assignments:

- Contributes to boosting the efficacy of the OPEC's application and usage of digital media platform as Public Relations tools.
- Supports in the dissemination of well-crafted messages on the digital media platform.
- Facilitates building relationship with the public through digital media
- Promotes positive public perception, two-way communication and realignment of mutually beneficial relationship.
- Supports the implementation of approved digital media campaigns in line with the Organization's policies, and objectives.
- Facilitates and support the production of all digital content; infographics, social media messages, multi-media content, etc
- Assists the Public Relations team in maintaining and managing consistent messaging across digital media platforms with a view to improving the online presence.
- Updates the digital media library consistently to meet trends and potentials.
- Reviews the digital media analytics and proffers ways for effective online communication mechanism.

**Duration:** one year

### Specific Eligibility Requirements

- University degree in Mass Communication, Public Relations, Digital Media & Communications, Marketing, Journalism or related field.
- English proficiency
- Relevant work experience in Public Relations or media relations.
- Knowledge or familiarity with economics, energy, and/or oil markets.
- Interest in public relations and media outreach.
- Excellent communication and presentation skills.
- Proficiency in the use of analytical and research tools.
- Teamwork, initiative, creativity, and professionalism

**Modality:** Hybrid or in-Person