

Announcement

Secondment Programme (SP-2022)

Objectives of the Secondment Programme

The Secondment Programme (SP) is a new 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.

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 programme 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 and deepening their knowledge of OPEC and understanding of its goals, priorities and activities;
- Opportunities to be involved in cutting-edge research and hands-on experience regarding policy issues in climate change and a range of energy and various technical- and administration-related topics;
- Enhancing their professional experience via practical work assignments;
- Exposure to a rich international environment and interaction with researchers from OPEC Members and other countries;
- Broadening their 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 employing entity;
- Applicants should be professionals with a minimum of five years of relevant work experience;
- Applicants must meet the job requirements for their desired position as set forth by the relevant Department/Office/Unit in 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, which is 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 assignments 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 in the Secretariat.

Allowances, Accommodation, Travel and Insurance

- Participants are required to have full paid employment in their own seconding Member Country or entity, and be able to fully support themselves financially while staying in Vienna. Participants must also provide adequate evidence of this situation before being admitted to 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 enroll 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 fill out an application form and submit a short research proposal. The completed application form, along with a curriculum vitae (CV) and other supporting documents, should be sent through Governors or a seconding entity according to a deadline established by the Secretariat.

The following are the vacancies available in the different Departments/Offices/Units at the Secretariat for the Secondment Programme 2022:

Petroleum Studies Department

Introduction to the Petroleum Studies Department

The Department is responsible for the continuous monitoring of oil and product market developments in the short term. It analyses these developments and makes its findings available to the OPEC Conference for its decision-making processes, as well as to Member Countries. **Mr. Behrooz Baikalizadeh, is currently Head of the Petroleum Studies Department.**

Vacancies:

1. Oil Market Analyst

Assignments:

To assess overall regional oil product supply/demand balance by product category and analyze recent evolution. This includes looking at refinery output in terms of products produced and comparing this with final end-user demand on an annual and regional basis. The difference between observed supply and final demand leads to assessed total oil balance by product. Changes observed in these balances in recent years should be highlighted and explained. Prepare a study and presentation.

Duration: six months

Requirements:

Candidate should have a min. 10 years of experience in oil market analysis, preferably with an advanced degree.

2. Oil Supply Analyst/Data Base Programmer

Assignments:

To maintain, update and enhance the existing supply forecast database with regard to oil production, focusing on non-OPEC supply developments (new projects, FIDs, decline rates, planned and unplanned outages, etc.) with a special focus on US shale production.

Duration: one year

Requirements:

Candidate should have min. of 10 years' experience in petroleum engineering or geosciences. He/she should be familiar with computer software engineering and able to programme a comprehensive database, focusing on oil market and oil supply forecasting analysis.

Energy Studies Department

Introduction to the Energy Studies Department

The Department is responsible for monitoring, analyzing 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.

Vacancies:

1. Energy Economist

Assignments:

To conduct research activities related to socio-demographic and economic trends and their implications for the global and regional energy scene. To develop and maintain models on medium- and long-term regional economic growth and provide input to the OPEC energy models. To contribute to the World Oil Outlook.

Duration: one year

Requirements:

Candidate should have a min. six years experience; an advanced degree is preferred.

2. Technology Analyst

Assignments:

To study and analyze 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 modeling tools addressing the impact of technology on energy supply/demand levels and structure.

Duration: one year

Requirements:

Candidate should have min. eight years experience; an advanced degree is preferred.

Data Services Department

Introduction to the Data Services Department

The Data Services Department (DSD) contributes to studies and assessments produced by the Secretariat's Research Division by providing up-to-date and timely statistical data and reliable analysis, as well as the development of relevant software. Furthermore, it provides dependable references on oil and energy. The Department's responsibilities also include provisioning of reliable database and software solutions to support the modelling capabilities of the Organization and the production of one of its yearly flagship publications – the Annual Statistical Bulletin (ASB).

DSD consists of three sections: the Statistics Team, which provides data and analysis; the Development Team, which provides software, database/document management and intranet services; and the Information Centre Team, which provides research support, information collection and management services. Ms. Boshra AlSeiari is the Head of the Data Services Department.

Vacancies:

1. Senior Applications Specialists (2 vacant positions)

Assignments:

- Analyses software requirements, carries out feasibility studies and systems analysis and discusses requirements with end-users.
- Handles data and systems integration work between different software systems, applications and data providers.
- Programs, maintains, adapts and tests programmes and coordinates application development.
- Uses Agile methodologies for software development and participates to /leads scrum meetings.
- Versions and organizes software for existing information system configurations.
- Develops manuals and technical documents for existing systems.
- Develops and maintains database objects (tables, stored procedures, and packages) for supported applications and ensures that database objects for the supported applications are optimized.
- Supports users, collects feedback, recommends and implements functional improvements to the respective applications.
- Recommends purchases of specific software for in-house development, provides design and programming guidelines.
- Provides training and assistance to users.
- Carries out any other tasks assigned by relevant superiors as pertain to his/her background, qualifications and position.

Proposed Project

- Set-up of a CI/CD pipeline as part of a DevOps implementation project.
- Development of unit and integration tests for Java web projects.
- Development of an online tool for Big Data processing and analysis.
- Establishment of a framework that will enforce OWASP security principles in software development projects.
- Re-development of legacy applications using state-of-the-art technology.

Duration: one year

Requirements:

The candidate should have an advanced university degree in IT and min. 5 years' experience in developing web applications with Java and PHP.

The candidate should feel comfortable working in agile, test-driven projects and have sound experience in writing and executing unit and integration tests.

Preferably, the candidate has already worked with the ORACLE and MySQL DBMS and with the software development toolset from JetBrains, including the IntelliJ IDE, TeamCity build server, the Upsource code review tool and the Youtrack issue tracking system.

2. Database Systems Administrator

Assignments:

- Administers, installs and designs database systems and resolves database management issues in order to ensure data availability and integrity.
- Analyzes and recommends medium- to long-term upgrades and maintenance strategies of existing database systems and servers.
- Performs upgrades and maintenance in close collaboration with all members of the development team.
- Implements database security and monitors database activity to ensure availability.
- Manages users and privileged access control.
- Prepares and allocates databases in close collaboration with the Senior Applications Specialist and Statisticians.
- Controls and executes system utilities for creating and modifying database structure and establishing standards for database performance.
- Coordinates interface with other databases so as to facilitate data sharing and ensures compatibility.

Proposed Projects:

- Establishment and testing of a PostgreSQL environment.
- Establishment of MySQL Database cluster.
- Implementation and testing of different security-related software packages for Linux-based systems.

Duration: one year

Requirements:

Candidate should have a university degree in IT and min. 5 years' experience in managing complex database systems, preferably with a focus on PostgreSQL, MySQL and Oracle and have strong knowledge of the Linux operating system (Oracle Linux, Red Hat Enterprise Linux) and virtualization technologies. Sound knowledge of different security concepts in the database and Linux domain is required.

Certifications such as e.g. OCA, OCP for databases or CISSP, CEH, SSCP or similar for security are an advantage.

3. Library Assistant

Assignments:

- Assists in the implementation of Integrated Library Management System EOS.Web.
- Catalogues and corrects bibliographic records in EOS.Web.
- Documents and systematically catalogues literature purchases.
- Registers physically and electronically all incoming mail, including journals, and processes it as appropriate.
- Maintains loan records, including issuance of publications, as well as the periodic recall of books, pamphlets and journals.
- Shelves journals, books and pamphlets returned from loans.
- Maintains a physical periodical collection, including handling of archive storage, selecting journals for binding, shelving and discarding, and updating records.
- Carries out any other tasks assigned by relevant superiors and as pertain to his/her background, qualifications and position.

Proposed Projects:

- Assisting in the implementation process of Integrated Library Management System (EOS.Web).
- Manual control of converted bibliographic records.
- Assisting in the implementation of Visual Library and undertaking other tasks related to the project Digitization of the Information Center.
- Shelving and discarding the journal collection.

Duration: one year

Requirements:

Candidate should have a min. secondary school certificate plus special courses, two years of working experience, with a minimum of one year in a library and good knowledge of library management systems.

- Secondary school certificate plus special courses
- Three years (with a minimum of one year in a library)
- Library management system
- MS Office
- Online searching
- Copyright Law (data protection)

Legal Office

Introduction to the Legal Office

The Legal Office contributes to the conduct of the affairs of the Organization by promoting the rule of law within the Organization and in its relations with governments, organizations, enterprises and individuals and by maintaining and defending the legal claims and interests of the Organization. The Legal Office advises the Secretary General and governing bodies of the Organization in all relevant legal matters. The Office participates in the drafting and negotiation of contracts and agreements with external entities. It provides legal support and proposes amendments in respect to the Organization's organs, statutes and programmes as well as financial and staff regulations. It monitors the development of relevant legal aspects pertaining to the energy sector, nationally and internationally, conducts research and publishes up-to-date legal articles on recent and emergent trends. It protects and advances the interests of the Organization and its Member Countries in international forums. The Office provides information, knowledge and support on relevant legal issues for Member Countries, which recently have orbited around the energy transition.

Vacancy:

Legal Counsel

Assignments:

Identify new trends in policy and regulation (international treaties, national law and soft law) in the mentioned legal areas and analyze their short-term and long-term impact on oil-producing countries.

Design the structure and develop the content of an Oil & Energy Transition Law training facility for lawyers in Member Countries.

Duration: one year

Requirements:

- Three years of professional experience, after securing a law degree.
- Knowledge of and/or experience in climate change law, energy transition law and/or environmental law.
- Experience in legal research is an advantage.
- A master's degree in environmental, international or energy law is a plus.
- Advanced knowledge of English. Working knowledge of French, Arabic and/or Chinese is an advantage.

Administration & IT Services Department

Introduction to the Administration & IT Services Department:

The Administration and IT Services Department (AITSD) covers General and IT Services. AITSD consists of 2 sections: Administration and IT Services Section.

The Administration section is responsible for the provision of services relating to the Secretariat building, 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 (staff registrations, license plates, declarations and other matters related to privileges and immunities) and logistics for all meetings of the Secretariat lies with Administration.

The IT Services Section is responsible for providing the Secretariat with secure and reliable IT Services. It ensures the availability and optimal performance of IT operations and resources (desktops, laptops, etc.), servers and the computer network facilities for the entire Secretariat. Furthermore, it constantly explores and keeps abreast of new technological developments, in order to provide the OPEC Secretariat with the most effective and up-to-date IT infrastructure. IT Services Section is also responsible for providing professional printing/reproduction, telecommunications and mail/courier services at the OPEC Secretariat.

Mr. Hasan Alhamadi, is currently the Head of the Administration & IT Services Department.

Vacancies: IT Services Section (2 vacant positions)

1. IT Services Coordinator

Assignments:

- Ensures availability and optimal performance of the computer network facilities, particularly the e-mail, internet and printing systems, telecommunication and printing equipment as well as hardware and software planning and replacement;
- Coordinates and administers the work of the IT Services Section to ensure that staff meets their work targets; carries out server-side and client-side hardware/software installations
- Draws up a sound fault-tolerant, data backup and disaster recovery strategy, implements and regularly revises same
- Analyzes and evaluates offers for technological requirements and makes recommendations to management.
- Supervises helpdesk activities in order to ensure that users benefit from a high level of support service; joins in providing helpdesk support when specialized knowledge is required or when there is a backlog of unresolved support calls
- Monitors network activities and conducts security checks, in conjunction with the system administrators, in order to guard against network intrusion

- Investigates and evaluates new IT paradigms; determines the feasibility and potential benefits of new or emerging technology for OPEC's work
- Carries out any other tasks assigned by the relevant superiors as pertain to his/her background, qualifications and position.

Proposed Projects:

- Business continuity and Disaster Recovery planning
- ISO 27001 implementation
- AITSD service catalogue

Duration: 1 year

Requirements:

The candidate should have a degree (preferably advanced) in Computer Science or related field, with a minimum experience of 10 years in IT, whereof 2 years should be in a supervisory/coordinating position.

The candidates should have specialized training in Microsoft Operating Systems, Linux, Exchange e-mail server, Firewall management, PC and Network Troubleshooting, User support skills.

The candidate should possess: Managerial, Leadership, Communication, Analytical, Presentation, Team-building and Interpersonal Skills as well as Customer service orientation, Initiative and Integrity.

2. Systems/Network Specialist

Assignments:

- Carries out research and troubleshooting of network related problems; improves the performance between software and infrastructure; finds peaks in DataStream and provides for bottlenecks; identifies future needs compared to general software and hardware development
- Develops and implements new procedures to improve computer network services; and creates automated tasks to warn and prevent service errors and interruptions to limit total down time
- Monitors all installed servers for performance and security, searches for bottlenecks and access peaks and investigates for software settings; adjusts software parameters and finds security compromising services and tasks
- Maintains and upgrades software/hardware installations, installs regular security patches, determines necessary hardware extensions and prevents hardware related service interruptions
- Provides user support, troubleshoots user accounts and provides help to prevent further problems; identifies software errors and searches for software updates and patches
- Keeps abreast of technological development and runs tests on new software and hardware to identify improvements for the Secretariat

- Examines trade magazines and attends computer trade shows to obtain latest information on technology that will benefit the Secretariat
- Carries out any other tasks assigned by the relevant superiors as pertain to his/her background, qualifications and position.

Proposed Projects:

- Enhance Network environment in OPEC
- Implement ISE and virtual networks
- IP telephony upgrade project

Duration: 1 year

Requirements:

The candidate should have a University degree in Computer Science, Information Technology or other science studies related to information technology. Professional certification in network operating systems and related technologies (Preferably Microsoft O.S.) highly preferable.

The candidate should have a minimum of 4 years' experience, with specialized training in Network and Systems Administration, CISCO and VMware, Exchange e-mail server, Firewall concepts, Computer Hardware, Video and Web Conferencing.

The candidate should have: Communication, Analytical, Presentation and Interpersonal skills as well as Customer service orientation, Initiative and Integrity.

Public Relations & Information Department

Introduction to the Public Relations & Information Department

The Department is responsible for:

1. Presenting OPEC objectives, decisions and actions in their true and most desirable perspective;
2. Disseminating news of general interest regarding the Organization and Member Countries on energy and related matters; and
3. Carrying out a central information programme and identifying suitable areas for the promotion of the Organization's aims and image.

Vacancy:

Clerk internship

Assignments:

- Assists the Department Head's Office in administrative and clerical work.
- Assists the AV team in organizing and archiving pictures and videos and updating the website picture library.
- Assists the Design & Production team in maintaining and updating records and lists of relevant publications and products.
- Performs any other tasks as requested by the Head of Department.

Duration: one year

Requirements:

Candidate should have a minimum of two years' experience and a secondary school certificate plus relevant training courses.