

VACANCY ANNOUNCEMENT

Job Profile:

Environmental Coordinator

Job Code: 6.1.01

Within the Research Division of the Secretariat, the Environmental Unit's objectives are to analyze, report and advise on developments pertaining to the international debate on climate change and contribute to the close coordination of Member Countries' positions on environmental matters. This entails: monitoring and analyzing international debate and development on climate change, sustainable development and trade; gathering and analyzing data and information in these fields; contributing to coordination among Member Countries and participating in relevant multilateral fora and discussions; and building up OPEC's networks with national, regional and multilateral organizations.

Objective of Position

The Environmental Coordinator is to coordinate the activities of the Unit to fulfill its objectives. Under the supervision of the Director, Research Division, he/she is to study and analyze national and multilateral environmental policies and assess their impact on energy developments, in particular on the medium- to long-term oil outlook and on OPEC, study and analyze developments in the global and multilateral debate on climate change, evaluate the impact on OPEC and contribute to the coordination of OPEC Member Countries' positions in international fora on issues pertaining to environment in general and to the United Nations Framework Convention on Climate Change (UNFCCC) negotiations in particular.

Main Responsibilities

1. Coordinates the activities of the Unit in line with its objectives;
2. Studies and analyzes developments in the international debate on environmental issues related to the energy industry and in particular the activities related to the UNFCCC and its subsidiary bodies and the Kyoto Protocol;
3. Responsible for preparing for and attending UNFCCC meetings and reporting on these;
4. Assesses the impact of changes in environmental policies in consuming countries on the medium- and long-term development of the world petroleum industry;
5. Conducts studies relevant to the subject of environment as it affects the energy sector in general and oil in particular;
6. Contributes to the coordination of Member Countries' positions concerning environmental issues;
7. Contributes to speeches, articles and presentations to internal meetings and various international forums.

Required Competencies and Qualifications

Education:

1. University degree in Environmental Science or Economics, Engineering or other Sciences, preferably with specialization in environment;
2. Advanced degree preferred.

Work Experience:

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

Training Specializations:

1. Environmental policies

2. Analysis of environmental issues related to energy
3. International debate on environment
4. Modeling techniques

Competencies:

1. Managerial & leadership skills
2. Communication skills
3. Decision making skills
4. Analytical skills
5. Presentation skills
6. Interpersonal skills
7. Customer service orientation
8. Team-building skills
9. Initiative
10. 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 Director, Research Division. 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 a resume and an application form which can be received from their Country's Governor for OPEC.

In order for applications to be considered, they must reach the OPEC Secretariat through the relevant Governor not later than **8 June 2016**.