

Announcement

Secondment Programme 2023 (SP-2023)

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, giving preference to OPEC Member Country nationals. **The applicants must be nominated by their respective OPEC Governor (for OPEC member countries) or employers (for non OPEC countries).**

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 employer;
- Applicants should be professionals with a minimum of five years of relevant work experience;
- Applicants must meet the assignment requirements for their desired projects 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 employer, and be able to fully support themselves financially while staying in Vienna. Participants must also provide adequate evidence of this 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 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 Governors or seconding entity
- 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 employer** according to a deadline established by the Secretariat. The following are the vacancies available at the Secretariat for the Secondment Programme 2023:

Data Services Department

Introduction to the Data Services Department

The Data Services Department (DSD) contributes to the 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 reliable databases and software solutions to support the modelling capabilities of the Organization, and the production of one of its flagship yearly 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. Huda Almwasawy is currently Head of Data Services Department.

Vacancies:

1. Senior Applications Specialists (2 vacant positions)

Assignments:

- Analyzes 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;
- Programmes, maintains, adapts and tests programmes and coordinates application development;
- Uses agile methodologies for software development and participates in /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 the applications supported 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 or in-house development, provides design and programming guidelines;
- Provides training and assistance to users;
- Carries out any other tasks assigned by the relevant superiors as pertain to his/her background, qualifications and position.

Proposed Project

- Set up 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 a minimum of five 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 Senior Applications Specialists and Statisticians;
- Controls and executes system utilities for creating and modifying database structures and establishing standards for database performance;
- Coordinates the interface with other databases so as to facilitate data sharing and ensure 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 an university degree in IT and a minimum of five years' experience in managing complex database systems preferably with 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 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 process them as appropriate;
- Maintains loan records, including issuance of publications as well as periodic recall of books, pamphlets and journals;
- Shelves journals, books and pamphlets returned from loans;
- Maintains the 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 the relevant superiors 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 the converted bibliographic records;
- Assisting in the implementation of Visual Library and undertaking other tasks related to the project Digitization of the Information Centre;
- Shelving and discarding the journal collection.

Duration: one year

Requirements:

Candidate should have a minimum 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.

1. Secondary school certificate plus special courses;
2. three years (with a minimum of one year in a library);
3. Library management system;
4. MS Office;
5. Online searching;
6. Copyright Law (data protection).

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 the relationship between GDP and oil demand by sector amid structural changes caused by the impact of COVID-19. This includes estimating the price and income elasticities of oil demand on a sectorial level in order to assess the relation between economic growth and oil demand growth. The scope should include the major structural changes that COVID-19 imposed on major oil-dependent economic sectors such as transportation, industrial, residential and others on a global and regional basis. Prepare a study and presentation.

Duration: six months

Requirements:

Candidate should have a minimum of ten years' experience in oil market analysis and modelling capabilities, 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 minimum of ten years' experience in petroleum engineering or geosciences. He/she should be familiar with computer software engineering and be 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. Dr. Abderrezak Benyoucef is currently the Head of the Energy Studies Department.

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 minimum of 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 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' experience; an advanced degree is preferred.

Finance & Human Resources Department

Introduction to the Finance & Human Resources Department

The Department comprises two sections: Finance and Human Resources. 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. Mr. Abdulmonem Allafi is currently the Head of Finance & Human Resources Department.

Vacancy:

1. Financial Analyst

Assignments:

- **Budgeting:** Automation of budget templates verification;
- **Accounting:** Contributing in 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 Department and Office of the Secretariat;
- **External Audit:** Ad hoc support including filing;
- **Other:** Automation of financial policies in Document Management System (DMS); review of terms of reference; Fraud Detection Plan support; ad-hoc requests.

Duration: one year

Requirements:

Candidate should have 5+ years of related experience; an aptitude for financial reporting; advanced MS and Excel including Macros; ERP implementation experience preferred.

Administration & IT Services Department

Introduction to the Administration & IT Services Department

The Department comprises two sections: Administration and IT Services. The Administration Section is responsible for ensuring the smooth functioning of the OPEC Secretariat's core activities with the main objective of strengthening and continuously improving its workflows and business processes. The IT Services Section is responsible for enabling OPEC core business to achieve the mission by providing state-of-the-art IT solutions for operational efficiency, cost optimization and business process automation. Mr. Hasan Alhamadi is currently the Head of Administration & IT Services Department.

Vacancy:

1. IT Project Manager

Assignments:

To assist the Project Manager while providing administrative support and coordination with different teams regarding complex IT projects; prepare project documentation including project schedules, project timelines and resource plans; establish and maintain communication between different departments.

Our ongoing projects are:

- **MS365 – Modern Workplace:** Migration of exchange on premise to Exchange online; setup of MS Teams for all staff; setup of Conditional Access, Security, O365, InTune and PowerBI;
- **Meeting room upgrade:** Upgrading all meeting rooms to be compatible for hybrid working with MTR (Microsoft Team Rooms);
- **MyQ secured follow-me printing:** Configuration of all network printers to allow for secured follow-me printing;
- **Next Generation Workplace:** Upgrading all IT equipment to streamline hardware and enrol to MS365 Windows Auto-Pilot programme;
- **Digital Signature:** Activate digital signatures using Adobe Sign and improve the document handling at OPEC Secretariat.

Duration: One year

Requirements:

Candidate should have 5+ years of related experience in coordination and supporting complex IT projects, project documentation and organizational skills; PRINCE2 certification is desirable; IT university degree preferred.

