Announcement

Secondment Programme 2024
(SP-2024)

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 s 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 2024:

Summary of Vacancies- SP 2024

Requested Department/Office	Vacancy	Duration
DSD	Senior Applications Specialist	1 year
	Document Scanning Assistant	1 year
	Metadata Assistant	1 year
EMD	Environmental Research Analyst	1 year
ESD	Technology Analyst	1 year
FHRD	Financial Analyst	1 year
AITSD	IT Security Specialist	1 year
	Customer Relationship Specialist	1 year

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 developing relevant software. Furthermore, it provides dependable data 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 its yearly flagship publication, 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.

Vacancies:

1. Senior Applications Specialists

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;
- Programs, 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 supported applications and ensures that database objects for supported applications are optimized;
- Supports users, collects feedback, recommends and implements functional improvements to 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 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 computer science/IT and a minimum of five years' experience 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;
- The candidate has preferably already worked with Oracle and MySQL DBMS and with the software development toolset from Jetbrains.

2. Document Scanning Assistant

Assignments:

- Collaborates with IC staff members to identify and prioritize materials for scanning based on project goals, priority and relevance;
- Ensures selected materials are in suitable condition for scanning and fall within the defined scope of the scanning project;
- Operates scanning equipment efficiently and safely, adhering to established protocols and safety standards;
- Adjusts scanner settings as needed to achieve optimal results for various types of materials, including books, photographs and manuscripts;
- Reviews scanned images systematically to guarantee clarity, resolution and overall quality meet established standards;
- Identifies and rectifies any scanning errors, such as missing pages, skewed images, or poor resolution, to ensure accuracy and completeness of digitized materials;
- Follows a systematic approach to naming and organizing scanned files, maintaining consistency in file structures;
- Enters relevant metadata for each scanned item, including title, author, publication date and any other pertinent information;
- Maintains consistency and accuracy in metadata entry across all scanned materials to facilitate efficient organization and retrieval;
- Troubleshoots technical issues related to the scanning process, ensuring continuous operational efficiency;
- Keeps detailed and organized records of the scanning process, documenting dates, materials scanned, and any encountered issues;
- Documents any specific requirements or considerations for certain materials to provide comprehensive information for future reference;
- Adheres strictly to protocols for handling sensitive materials, ensuring confidentiality and security are maintained throughout the entire scanning process.

Proposed Project:

- Digitization of the Information Center

Duration: one year

Requirements:

- The candidate should have University degree in library science, archival studies, information management, or a related field;
- The candidate should be proficient in operating scanning equipment and adjusting settings for various materials;
- Experience with metadata as well as ability to troubleshoot technical issues during scanning are an advantage;
- The candidate should have the ability to ensure data/image quality and accuracy, while paying close attention to small details and reducing errors;
- The candidate should follow the policies and rules applying to the scanning project;
- Interpersonal and written skills will be required to communicate with IC Staff Members.

3. Metadata Assistant

Assignments:

- Assist in the implementation process of the Integrated Library Management System (EOS. Web);
- Correct bibliographic records in EOS.Web;
- Research and update authority records;
- Conduct manual control of converted bibliographic records;
- Catalogue in EOS.Web following international cataloguing and classification rules;
- Verify that bibliographic metadata exported to the visual library is accurate.

Proposed Project:

- Cataloguing and bibliographic control in the Integrated Library System (EOS.Web)

Duration: one year

Requirements:

The candidate should have B.Sc. or M.A. in Library and Information Science. It is required to have experience in working with the Library Management System and possess highly professional cataloguing skills. Good knowledge of MARC 21, UNIMARC and other bibliographic formats is desirable.

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 productionrelated technology and the emerging implications for OPEC. Dr. Abderrezak Benyoucef is currently the Head of the Energy Studies Department.

Vacancies:

1. **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 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 analyze 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 & 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 undertaken in accordance with the Organization's Financial Regulations, Financial Rules and Procedures. It draws up the Secretariat's budget 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 the Finance & Human Resources Department.

Vacancy:

1. Financial Analyst

Assignments:

- **Budgeting:** Automation of budget template verification;
- **Accounting:** Contributing to an ongoing project regarding new Enterprise Resource Planning (ERP) software; cost accounting;
- **Treasury/funds flow:** Tracking of interest expenses; ad hoc requests;
- **Reporting:** Automating and 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 the Document Management System (DMS); review of terms of reference; Fraud Detection Plan support; ad-hoc requests. **Duration:** one year

Requirements:

The candidate should have 5+ years of related experience; an aptitude for financial reporting; and 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 workflow and business processes. The IT Services Section is responsible for enabling OPEC core businesses to achieve their 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 the Administration & IT Services Department.

Vacancies:

1. IT Security Specialist

Assignments:

As an IT Security Specialist at OPEC, you will play a critical role in ensuring the security of our Organization's IT infrastructure, systems and data. You will be responsible for implementing, managing and maintaining security measures to protect against unauthorized access, cyber threats and data breaches. Additionally, you will collaborate with cross-functional teams to develop and enforce security policies, conduct risk assessments and respond to security incidents.

Key Responsibilities:

- Design, implement, and manage security solutions such as firewalls, intrusion detection/prevention systems, endpoint protection and encryption technologies;.
- Conduct regular vulnerability assessments and penetration tests to identify and remediate security weaknesses;
- Monitor network traffic and security logs for suspicious activity and investigate security incidents;
- Develop and enforce security policies, standards, and procedures to ensure compliance with regulatory requirements and industry best practices;
- Provide guidance and support to IT and business teams on security-related matters, including security awareness training;
- Stay current with emerging threats, vulnerabilities and security technologies, to proactively address potential risks.

Duration: One year

Requirements:

Bachelor's degree in Computer Science, Information Technology, or related field.

Proven experience working in IT security roles, with a strong understanding of network security principles, technologies and best practices.

Hands-on experience with security tools such as SIEM, IDS/IPS, antivirus software and vulnerability scanners.

Familiarity with regulatory frameworks (e.g., GDPR, HIPAA, PCI DSS) and industry standards (e.g., ISO 27001, NIST Cybersecurity Framework).

Excellent analytical and problem-solving skills, with the ability to assess complex security issues and develop effective solutions.

Strong communication and interpersonal skills, with the ability to effectively collaborate with diverse stakeholders.

Relevant certifications such as CISSP, CISM, CEH, or CompTIA Security+ are a plus.

2. Customer Relationship Specialist

Assignment:

As a Customer Relationship Manager (CRM) at OPEC, you will be responsible for managing and nurturing relationships with our existing clients. Your primary objective will be to ensure customer satisfaction, retention and loyalty by understanding their needs, addressing their concerns and providing solutions tailored to their requirements. You will serve as the main point of contact for clients, handling inquiries, resolving issues and proactively identifying opportunities for upselling our products/services.

Key Responsibilities:

- Develop and maintain strong, trusting relationships with assigned clients;
- Act as the primary point of contact for all client inquiries, concerns and requests;
- Proactively reach out to clients to gather feedback, assess satisfaction levels and identify areas for improvement;
- Collaborate with internal teams to ensure timely and effective resolution of client issues;
- Anticipate client needs and recommend appropriate products or services to enhance their experience;
- Conduct regular check-ins and account reviews with clients to review performance, discuss upcoming needs and identify growth opportunities;
- Monitor existing accounts to ensure contract compliance and adherence to service level agreements;
- Prepare and deliver reports on client satisfaction, retention rates and account performance;
- Stay updated on industry trends, market conditions and competitors' activities to identify potential risks or opportunities.

Duration: One Year

Requirements:

Five years of work experience.

Bachelor's degree in Business Administration, Marketing, Communications, or a related field.

Proven experience in a customer-facing role, preferably in account management or customer relationship management.

Strong interpersonal and communication skills, with the ability to build rapport and trust with clients.

Excellent problem-solving abilities and a proactive approach to addressing client needs.

Ability to work independently and collaboratively in a fast-paced environment.

Proficiency in CRM software and Microsoft Office Suite.

Demonstrated ability to multitask, prioritize and manage time effectively.

A passion for delivering exceptional customer service and driving customer satisfaction and loyalty.