



APPA

ASSOCIATION DES PRODUCTEURS DE PETROLE AFRICAINS

AFRICAN PETROLEUM PRODUCERS' ASSOCIATION

18^{ème} étage Tour NABEMBA, B.P.: 1097, BRAZZAVILLE, REPUBLIQUE DU CONGO

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VACANCY ANNOUNCEMENT FOR THE POSITION OF THE ASSISTANT TO THE EXECUTIVE SECRETARY IN CHARGE OF TECHNICAL MATTERS AT THE APPA SECRETARIAT

The African Petroleum Producers' Association (APPA) is an intergovernmental organization serving as a platform of cooperation, collaboration and exchange of experiences between African petroleum producing countries. It aims at promoting common initiatives in terms of policies and strategic management in all the sectors of the oil industry to enable Member Countries to maximize their profits in the exploitation of this non-renewable resource.

Created in Lagos on January 27, 1987, APPA will be twenty five (25) years old in few days. The increasing role of hydrocarbons as the principal source of energy, the growth in energy consumption in Africa and the world as a whole as well as the need for the development of the hydrocarbon sector in Member Countries constitute topics of common interest to be treated within the framework of a dynamic and active cooperation. A new era with new challenges in an environment characterized by the globalization of the economy is now open to APPA.

From eight (8) members at its creation, APPA currently has seventeen (17) Member Countries namely: Algeria, Angola, Benin, Cameroon, Chad, Congo, Democratic Republic of Congo, Côte d'Ivoire, Egypt, Equatorial Guinea, Gabon, Ghana, Libya, Mauritania, Nigeria, South Africa and Sudan. The APPA Headquarters is situated in Brazzaville, Congo.

African Petroleum Producers Association (APPA)

FORM FOR DESCRIPTION OF POST

IDENTIFICATION

Position: **Assistant Executive Secretary in charge of Technical Matters of APPA**

ROLE

Assist the Executive Secretary in developing policy actions in areas of interest to the Association as well as promoting the Association's activities in the Member Countries and within the international community

GENERAL CONTEXT

The Assistant to the Executive Secretary in charge of Technical Matters will be further responsible for managing the Association's portfolio of projects and institutional relationships and will assist the Executive Secretary in the day-to-day running of the Secretariat.

DIMENSION

The Assistant to the Executive Secretary in charge of Technical Matters should have :

- **a diploma on Engineering studies or university degree (Master's or PhD) in petroleum or energy Science,**
- **a minimum of twelve (12) years, eight (8) years of which must have been acquired in the oil industry and which must include at least five years in positions of managerial responsibilities,**
- **excellent knowledge of English or French (the two working languages of the Association) plus a good knowledge of the other language,**
- highly motivated and committed individual,
- strong analytical skills,
- perceptive, rigorous and humble,
- strong capacity to identify, analyse and interpret key technical developments and economic issues in the oil and gas sector of Member Countries,
- proven capacity to formulate policy proposals and manage existing and new programmes,
- aptitude to work under pressure and achieve results,
- proficiency in the use of IT-tools. A good level of knowledge of APPA and its Member Countries,
- must be free from former professional commitments,
- **the candidate must be aged at least 35 years, as of the date of application**

ASSIGNMENTS

The applicant will be assigned to :

- promote the implementation of the programme of action and report on its development,
- organise the data bank and technical archives, and proposes standard procedures for their use by Member Countries,
- ensure that the Secretariat is kept fully informed about oil industry activities in the Member Countries,
- prepare the publication of APPA Bulletin,
- manage the data bank and technical archives to prepare statistics on Member Countries,
- identify issues of importance to the Association and their implication for the Association, bring these issues to the attention of the Executive Secretary and the Committee of Experts,
- work closely with the Executive Secretary in the preparation of the documents necessary to the Committee of Experts and Council of Ministers meetings,
- prepare documents and contributions for the various specialised meetings in which the Association participates,
- direct and co-ordinates the work of the Division according to agreed priorities,
- keep the Executive Secretary fully informed of the work of the Division, and draws his attention to specific issues and studies of major importance,
- evaluate the performance of the staff reporting directly to him, and recommends salary, promotion and separation decisions,
- define the Division's future staff needs and ensure that these are clearly communicated to the Assistant Executive Secretary in charge of Administration and Finance,
- collaborate with the Assistant to the Executive Secretary in charge of Administration and Finance in the preparation of the annual budget for the Secretariat,
- collaborating in promoting and drafting studies or issues of interest to the Association,
- carry out any other tasks assigned to him or her by the Executive Secretary as pertains to his background, qualifications and position.

ENVIRONMENT, PROBLEMATIC & CHALLENGES

Required to evolve in an environment which necessitates having a mastery of the socio-political and economic contexts of Member Countries, the Assistant to the Executive Secretary in charge of Technical Matters should be a motivated and committed individual. He should be a good communicator and should also possess the ability to work with a team as well as organisational aptitude, dynamism, availability and integrity.

OTHER REQUIREMENTS

The application file should comprise :

- a letter presenting the motivations of the applicant,
- un curriculum vitae dated and signed by the author,
- certified copies of degrees and work certificates,
- photocopies of valid passport or identity card,
- a police record of the applicant, dating not more than (3) three months old,
- Must be free from former professional commitments.

REMUNERATION

Remuneration and employment benefits correspond to those of Group I of the Salary Scale applicable at the Secretariat of APPA which is comparable to those offered by international organisations for similar positions.

The applications should be submitted latest by 14 October 2011, to the Ministry in charge of Hydrocarbons of the origin country of applicant for pre-selection. The pre-selected application should be forwarded to APPA Secretariat at the following address, by the Ministry latest by 28 October 2011:

APPA Secretariat
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