

International Energy Forum (IEF)

Analyst, Energy Dialogue Division

The Energy Dialogue division leads the IEF's programs and activities in furtherance of the organisation's mission to enhance energy dialogue on a broad range of energy issues. As an Energy Analyst, you will be responsible for research and analysis on specific set energy topics and providing support to the Energy Dialogue division's programs and activities with emphasis on IEF events, including preparation and implementation. The job location is at the IEF Secretariat headquarters in the Diplomatic Quarter in Riyadh, Saudi Arabia.

Specific responsibilities:

- Reports to Director of Energy Dialogue
- Support Director on writing and research projects and presentations
- Stays current on relevant issues and trends within broader energy sector
- Assist with research and data analysis relevant to IEF Energy Dialogue Work Programme
- Provide strategic assistance and advice regarding dialogue programs and activities
- Develop topics and provide analysis for IEF events, reports, data visualization and other initiatives
- Assist and help plan IEF ministerial meetings, events and activities

Professional Experience/Qualifications

The successful candidate will be a strategic and analytical thinker with excellent oral and writing communications skills. This individual will have significant experience in the energy sector and in research and analysis.

Additional qualifications will include:

- A minimum of 5+ years of extensive work experience in energy research with some specialist knowledge in one or more specific sectors.
- An undergraduate degree in economics, international relations, business administration, engineering or related fields is required. An advanced degree is preferred.
- Experience in market analysis and forecasting based on strong understanding of macro and micro trends affecting energy markets.
- Expert proficiency in Microsoft word, excel and power point, Familiarity with data visualization tools such as Microsoft PowerBI or Tableau is an advantage.
- Understanding of MS Access, SQL and Python is a plus.
- A solid understanding of global energy issues, international affairs and diplomacy.
- Hands-on experience in creating research documents and presentations.
- Have demonstrated knowledge and experience in placing digital content across multiple platforms with proper reach and significant effectiveness.
- Demonstrated track record of working with and earning the trust and confidence of high-profile organization, corporate or government leaders and serving as a trusted advisor/counselor.
- Exceptional written and oral communications skills are essential.
- Outstanding personal communicator with the stature and presence to represent the

organization.

- Ability to persuasively communicate complex concepts and programs to stakeholders.
- A proven track record of delivering high volume and high-quality work.
- Excellent analytical and organizational skills.
- Ability to engage in international travel and work “on the road” during IEF events held around the world.
- A collaborative style and comfortable in working in a diverse, international, and multi-cultural professional environment.

Compensation

A competitive compensation package in line with other international diplomatic organisations will be provided to attract outstanding candidates, including salary, health insurance, housing contribution, vacation, relocation reimbursement, dependency and education benefits. Specific compensation package is based on the individual candidate’s experience and qualifications in accordance with IEF human resource guidelines.

To Apply

Send cover letter and resume to hr@ief.org. Only short-listed candidates will be contacted.

About the IEF

The IEF is the world’s largest international organisation of Energy Ministers from 70 countries and includes both producing and consuming nations. It is truly the global home of energy dialogue that promotes energy security, market stability, and energy transitions.

Originally founded 30 years ago as a forum to facilitate dialogue between member producing and consuming countries from OPEC and IEA, the IEF now has more member countries than those two organizations combined and from all regions of the world. Notably, the IEF has several large non-aligned countries including China, Russia, India, South Africa and Argentina.

The Forum's biennial Ministerial Meetings are the biggest global gatherings of Energy Ministers. The IEF16 Ministerial was held in 2018 in New Delhi. The next IEF17 Ministerial will be held in the second half of 2021 in Saudi Arabia.

The IEF is led by a Secretary General elected by the IEF Executive Board for a four-year term. The IEF maintains a permanent Secretariat of international staff and is headquartered in the Diplomatic Quarter of Riyadh, Saudi Arabia. More information is available on our website ief.org