

## **International Energy Forum Secondments Program**

### **Staff on Loan Opportunities at the IEF**

#### About IEF -The Home of the Global Energy Dialogue

The International Energy Forum (IEF) is the world's largest international energy organisation with 70 Member Countries from both producing and consuming nations. It is truly the global home of energy dialogue.

The Forum's biennial Ministerial Meetings are the world's largest gathering of Energy Ministers.

While the IEF does not make policy, it is a neutral platform with a broad mandate to examine all energy policy and market issues through dialogue with senior government and industry decision makers including oil and gas, clean and renewable energy, sustainability, energy transitions and new technologies, and data transparency as well as providing focus to the critical issue of energy poverty.

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 organisations 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 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.

#### IEF Secondments Program – Connect, Contribute, Grow

Staff on loan are professionals assigned and loaned by public or private organisations to work at the IEF Secretariat in Riyadh, Saudi Arabia. The duration of the secondment is for a fixed term from 1 to 2 years. During the term, the staff on loan professional remains employed by their current employer but is fully integrated as an IEF staff member, participating in official meetings, mission travel and interacting with member government and industry officials from around the world. The secondments program is particularly beneficial as leadership training for executives or key personnel within companies or organizations providing valuable experience with international affairs and energy sector issues.

The IEF financial package includes 1) housing contribution; 2) travel allowance in line with IEF practices; 3) applicable travel visa expenses; 4) monthly subsistence contribution to cover, transport and other living expenses; and 5) other reasonable expenses arising from secondment. A Memorandum of Agreement (MOA) is signed between the IEF, Employer (sending institution) and the individual professional. The MOA outlines the details and conditions of the assignment as well as the activities in which the individual will be involved.

To apply, organisations and applicants should send Letter of Interest by email to [hr@ief.org](mailto:hr@ief.org)

## Current Staff on Loan Opportunities

### Analyst, Energy Dialogue Division

- 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

### Analyst, Energy Markets & Data Division

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

### Program Manager, International Relations Division

- Reports to Head of International Relations Division
- Support Division Head with outreach, presentations, writing and coordination
- Stays current on relevant issues at IEF and broader energy sector
- Provide strategic assistance and advice regarding external affairs
- Assist and help plan IEF ministerial meetings, events and activities
- Coordinate and assist with Industry Advisory Committee and new strategic initiatives

### Media Affairs Manager, Communications Division

- Reports to Head of Communications Division
- Assists with writing of press releases, publications, speeches and presentations
- Stays current on relevant issues and trends within broader energy sector
- Assist with outreach and responses to press organisations and media inquiries
- Provide strategic assistance and advice regarding communications plan including the IEF website and social media
- Develop topics and provide support for IEF events, reports, data visualization and other initiatives
- Assist and help plan IEF ministerial meetings, events and activities