

Job Description – IEF Secretary General

The International Energy Forum (IEF) is an intergovernmental organization that serves as a neutral facilitator of informal, open, informed and continuing global energy dialogue among its membership of energy producing and energy consuming States, including transit States.

The [Executive Board](#) of the IEF intends to elect a new [Secretary General](#) who is due to take office as of 1 January 2025.

Objective of the position

The Secretary General is the chief executive of the Forum and is afforded the independence and authority necessary to conduct the affairs of the Forum in furtherance of its objectives and functions as provided in the Charter. He/she heads and manages the IEF Secretariat based in Riyadh, acts as Secretary to the Executive Board and is accountable to the Executive Board. The Secretary General strengthens the IEF position as the global venue for energy dialogue by reinforcing its role as a neutral platform that enhances producer-consumer collaboration to deepen market insight, strengthen policy cohesion, and cope with energy market uncertainties.

Responsibilities & Deliverables

- a. Prepare the biennial Programme of Work of the Secretariat to promote and implement the objectives of the Charter and such guiding policies and priorities as may have been set forth by the Ministerial Meetings;
- b. Direct the work of the Secretariat and ensure that the biennial Programme of Work is prepared, delivered and implemented in a timely and efficient manner
- c. Serve as the secretary of the meetings of the Executive Board;
- d. Provide executive board members with information concerning the ongoing activities of the Secretariat and any other information relevant to the work of the Executive Board or requested by the Executive Board;
- e. Maintain liaison with Members of the Forum, organizations and energy-related industries and knowledge networks on matters concerning international energy markets;
- f. Seek and receive suggestions from representatives of Members of the Forum, organizations and industry participants in the Forum regarding the activities of the Forum;

- g. Ensure efficient management of human and financial resources based on the IEF Charter and Human Resource Guidelines, including the attraction and development of new talent and funds;
- h. Commission consultants when necessary to advise on special matters related to the work of the Forum or conduct expert studies when such work cannot be undertaken by the Secretariat;

Key Requirements

- To have the stature and proven capabilities to strengthen the IEF position as the global venue for energy dialogue by reinforcing its role as a neutral platform that enhances producer-consumer collaboration to deepen market insight, strengthen policy cohesion, and cope with energy market uncertainties.
- Demonstrate leadership and engage effectively on the international stage with leaders of government and the energy industry in promoting and implementing the IEF mission and objectives. This includes the ability to produce relevant policy and market insights and present clearly and concisely complex matters to a diverse range of audiences.
- Give clear direction to the IEF Secretariat in addition to having strong organisational and managerial skills to take a hands-on approach in developing and expanding on the potential of a lean and high-profile organization. This includes but is not limited to the ability to:
- Innovate and modernize on the IEF programme of work to ensure that the IEF fulfills its mission and mandates in response to evolving challenges.
- Make sound judgements derived from in-depth analysis of data, real world energy market developments and various scenario projections.
- Engage IEF member countries and market stakeholders while giving strategic direction to the global energy dialogue.
- Inspire and motivate IEF diverse team of dedicated staff and employees.
- Have first class diplomatic and communication skills to carry and expand an extensive network of high-level policy, market and thought leader relations, including the ability to build partnerships and work productively with a wide range of diverse stakeholders.
- Significant exposure and substantial work experience in one or more of the following: government, international relations, international energy policy and governance, and the wider energy industry.

- A minimum of 15-years substantive experience in a leadership capacity in public administration and/or the private sector. The candidate should bring knowledge and understanding of issues related to the world energy markets, the energy industry, and energy policy and technology developments in general.
- English is the official language of the IEF. The candidate must be able to speak English fluently and write in English to the highest standards to communicate effectively with IEF stakeholders, to organize and conduct meetings and conferences informed by robust and concise analysis and reports, and to present on IEF dialogue findings and strategic directions including on the activities of the Secretariat to international and local media and the wider public. Fluency in other languages is highly desirable but not mandatory.
- The Secretary General shall be a national of one of the Member Countries of the Organization
- A Master degree from a recognised university in Law, Economics, Science, Engineering or Business Administration
- The candidate must be able to work effectively in a multinational and multicultural environment and quickly establish a constructive rapport with counterparts across the globe.
- The candidate is encouraged to provide references to articles or books he/she published, membership in professional societies, details of important conferences he/she participated in.

Terms of Contract

- Full time position for a 4-year term.
- Position open to IEF [Member](#) Country Nationals.
- Competitive package of salary and benefits commensurate with the standing of the position.

Application Procedure

To apply for this position, please submit the following to SGrecruitment@ief.org by **30 April 2024**:

1. A detailed curriculum vitae addressing the elements of the job description and explaining which aspects of the key requirements of the job description are met.
2. A written statement of no more than 2000 words describing your vision of the mission of the IEF Secretariat, its operation, future developments and leadership.

3. Letters of support from his/her government (optional).
4. References to articles or books published by you, membership in professional societies, details of important conferences you have participated in.

Short-listed candidates will be invited to the Secretariat for a 20-minute presentation and will be interviewed by the [Executive Board](#). Short-listed candidates will be subject to a background check.