

International Energy Forum (IEF)

Program Manager, International and External Affairs Division

The International and External Affairs division leads all external affairs of the IEF including with Governments and Member Countries, Executive Board, other international organisations, private sector and other key stakeholders. The office is the main point of contact for all ministerial meetings and high-level events as well as the lead contact for relations with IEF host government of the Kingdom of Saudi Arabia.

As Program Manager, you will provide administrative and other relevant support to the Head of International Relations with IEF programs and activities with emphasis on IEF events, including preparation, implementation and operations. The job location is at the IEF Secretariat headquarters in the Diplomatic Quarter in Riyadh, Saudi Arabia.

Specific responsibilities:

- Reports to Head of International Relations
- Support Director with outreach, presentations, writing, editing and coordination
- Stays current on relevant issues and trends within broader energy sector
- Provides strategic assistance and advice regarding external affairs
- Assist and help plan IEF ministerial and bilateral meetings, events and activities
- Coordinate and assist with Industry Advisory Committee, organisation development and other strategic initiatives

Professional Experience/Qualifications

The successful candidate will have excellent organisational and communications skills. This individual will have significant experience in event management, international relations or external affairs.

Additional qualifications will include:

- A minimum of 5+ years of extensive work experience in similar position.
- An undergraduate degree is required. An advanced degree is preferred.
- Experience in energy sector or related field.
- Expert proficiency in Microsoft word, excel and power point.
- A solid understanding of global energy issues, international affairs and diplomacy.
- Hands-on experience in preparation of documents and presentations.
- 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 aide.
- Exceptional written and oral communications skills are essential.
- Outstanding personal communicator with the stature and presence to represent the organization.
- 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