**Employment Search Background Package:**

**Secretary General, International Gas Union**

**as of November 27, 2019)**

**Introduction:**

**The IGU has operated for almost a century as a leading voice for the global gas industry. Over the last decade the organization has been positioning itself to become THE leading voice.**

**This effort has include a series of reforms to its membership rules, to its public engagement, to its professional performance, and to its articles of association. As part of the last of these, the organization has agreed to establish a permanent headquarters for the first time in its history. These headquarters will be in the city of London, England.**

**With this development, there is now a need to staff a full-time Secretary General position. The intent is to have a candidate selected by October 2020, for approval by the full IGU Council at its scheduled meeting in Vancouver at that time. The successful candidate will be expected to start in January 1, 2021, with an initial period also in Barcelona (present IGU Secretariat HW) and then moving definitively to London in the subsequent months.**

**The following describes the general responsibilities, the qualifications expected of applicants, the reporting structure within the IGU, the KPIs, and compensation package details.**

**Included in an appendix are the Articles of Association of the IGU, a graphic description of the current structure.**

**The application process begins as of XXX and applications should be sent to XXX, at XXX. No applications will be received after XXX date.**

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**General Responsibilities**

The successful applicant will have overall responsibility for the management of the International Gas Union as its first permanent Secretary General. Responsibilities will be as follows:

Execute on the IGU’s mission to become the definitive voice for the global gas industry.

Develop the IGU business strategy and annual operating plan, ensure these are aligned with IGU’s triennium goals and long term objectives, oversee execution of work activities under these strategies, plans and objectives, and report to the Executive Committee (EXC) regularly and transparently on KPIs in that work activity execution.

Serve as the Chief Staff Officer of the IGU. This includes responsibility for:

* The oversight of all other staff (hiring and firing, compensation and benefits, professional development, performance objectives, etc);
* Financial management (preparation and monitoring of annual budgets, managing day to day revenues – from members and events – and expenditures to stay within budgets, regular and transparent reporting on financial accountability to the EXC, proposing and managing long/short-term initiatives, assisting auditing process, etc); and
* Administrative management (oversight of contracts, leases, adherence to IGU policies and practices, ensuring all operations are conducted in a manner consistent with code of ethics and all relevant laws and regulations).

Represent the gas industry world-wide through engagement with members, key partners and all other stakeholders across the gas value chain (exploration, production, transportation & distribution, and end-use), with a view to including new low-emission options.

In consultation with the President who will assume the official role as spokesperson subject to his/her availability and schedule, assist the President as required in carrying out that official role, possibly including serving as the alternate spokesperson of the IGU at conferences and other events or with media.

Serve on an ongoing basis in an advisory capacity to the President, the EXC and the Council.

**Qualifications (Requirements)**

A record of achievement as an Executive Director or in other senior managerial or leadership position in industry and/or industry association or government, including fiscal management/accountability and international engagement.

In-depth knowledge of association governance and management /member organisation best practices.

Strong understanding of corporate/organisational finance and performance management principles.

Familiarity with a range business functions such as marketing, PR, finance etc.

Experience in developing business strategies and implementing a vision for an organization.

Clear commitment to the highest standards of ethical business practice.

Demonstrated effective negotiation, collaboration and teamwork skills.

Good understanding of how to work with and as appropriate reconcile multiple agendas and stakeholders.

Analytical abilities and problem-solving skills.

An entrepreneurial mind set.

Professional and positive demeanour.

Excellent communication and public speaking skills (fluent spoken and written English is a must, other languages are a strong asset)

Knowledge or insights of the gas industry will be considered an advantage

**Reporting line**

The Secretary General reports directly to the IGU President, and through him/her to the rest of the executive of the IGU..

**KPIs**

The performance of the Executive Director will be measured against his/her effectiveness in helping the IGU to reach its goals under the strategic objectives and presidency focus, and specifically in regards to:

The IGU reaching the growth targets of having combined Charter-, Associate-, Premium Associate- and other members of 226 by 2032

The IGU establishing strategic partnerships that effectively raise the support for natural gas an important global clean and efficient energy source

The IGU reaching strategic communications and advocacy targets, increasing its profile and impact as the global voice of the gas

The IGU conferences (WGC, LNG, IGRC) to contribute an annualised revenue of at least 1.2m€ million as of 2025

The IGU achieving its annual budgets (revenue and expense targets)

**Compensation Package**

**Appendix**