

Notice of Vacancy  
02/2024  
Appendix 3

**Requirements for the candidate  
for the position of International Affairs Head**

1. <b>Citizenship:</b>	<ul style="list-style-type: none"> <li>▪ Member Country Nationality.</li> </ul>
2. <b>Languages:</b>	<ul style="list-style-type: none"> <li>▪ Fluent in English with excellent verbal and written communication skills. Proficiency in additional languages used by EMGF member countries is a plus.</li> </ul>
3. <b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in international Affairs, Political Science, communications degree, or related field is required.</li> <li>▪ Master's degree or higher in International Affairs, Diplomacy, Business Administration, or related field is highly preferred.</li> </ul>
4. <b>Computer Skills :</b>	<ul style="list-style-type: none"> <li>▪ Highly advanced computer skills</li> </ul>
5. <b>Readiness to travel:</b>	<ul style="list-style-type: none"> <li>▪ To be adjusted according to business necessity</li> </ul>
6. <b>Work experience:</b>	<ul style="list-style-type: none"> <li>▪ <b><u>Minimum 12 years of relevant professional experience</u></b> –international relations / political science preferably within the energy sector.</li> <li>▪ <b>5 years Minimum in a managerial position.</b></li> <li>▪ Proven experience in managing international stakeholder relationships and strategic partnership development.</li> <li>▪ Demonstrated leadership in negotiating and advancing an organization's interests on an international platform.</li> <li>▪ Previous experience in directing an international communication strategy, including media and public relations.</li> <li>▪ Experience in serving as a spokesperson on international stages, effectively representing organizational positions and achievements.</li> <li>▪ Familiarity with the Eastern Mediterranean political and economic landscape, particularly in the energy sector</li> </ul>
7. <b>General abilities and skills:</b>	<p><b><i>Strategic Leadership:</i></b></p> <ul style="list-style-type: none"> <li>▪ Ability to envision and set forth strategic objectives for the International Affairs Department that are in line with EMGF's mission and enhance its global influence.</li> </ul> <p><b><i>Diplomatic Skills:</i></b></p> <ul style="list-style-type: none"> <li>▪ Strong negotiation skills and the ability to engage in high-level discussions to represent and advance EMGF's interests effectively.</li> </ul> <p><b><i>Stakeholder Management:</i></b></p> <ul style="list-style-type: none"> <li>▪ Expertise in building and maintaining relationships with a diverse array of international entities, including non-member countries, global organizations, and the private sector.</li> </ul> <p><b><i>Communication Strategy:</i></b></p> <ul style="list-style-type: none"> <li>▪ Proficiency in developing and executing international communication strategies that promote EMGF's image, including handling media relations and public advocacy efforts.</li> </ul> <p><b><i>Spokesperson Ability:</i></b></p> <ul style="list-style-type: none"> <li>▪ Competence in articulating the forum's positions and achievements clearly and persuasively, as directed by the Secretary General.</li> </ul> <p><b><i>Partnership Development:</i></b></p> <ul style="list-style-type: none"> <li>▪ Aptitude for identifying, cultivating, and securing strategic partnerships that support EMGF's objectives.</li> </ul>

	<p><b><i>Private Sector Collaboration:</i></b></p> <ul style="list-style-type: none"><li>▪ Experience in fostering collaborative initiatives with the private sector to promote investment and policy alignment within the gas industry.</li></ul> <p><b><i>Departmental Management:</i></b></p> <ul style="list-style-type: none"><li>▪ Experience overseeing the day-to-day operations of a department, ensuring effective coordination among team members and fostering a collaborative and motivating work environment.</li></ul> <p><b><i>Analytical Reporting:</i></b></p> <ul style="list-style-type: none"><li>▪ Ability to direct the preparation of comprehensive reports analyzing international trends and their impact on EMGF, using synthesized information to guide high-level decision-making.</li></ul> <p><b><i>Multicultural Competence:</i></b></p> <ul style="list-style-type: none"><li>▪ Sensitivity to and understanding of cultural differences, with the ability to work effectively in a multicultural and international environment.</li></ul> <p><b><i>Adaptability:</i></b></p> <ul style="list-style-type: none"><li>▪ Flexibility to take on additional tasks as assigned by the Secretary General, in line with personal qualifications and departmental needs.</li></ul>
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**JOB DESCRIPTION**  
**INTERNATIONAL AFFAIRS HEAD**

<b>POSITION TITLE:</b>	International Affairs Head
<b>REPORTS TO:</b>	International Affairs Department
<b>SUPERVISES:</b>	International Affairs Department Employees
<b>WORKS CLOSELY WITH:</b>	SG, International Affairs Department Co-Workers and EMGF Staff

**JOB PURPOSE**

The International Affairs Head is responsible for overseeing and managing the international relationships of the Eastern Mediterranean Gas Forum (EMGF). This position ensures effective communication with external institutions, policymakers, potential partners, and the private sector. The role is instrumental in advocating the forum's interests and enhancing its global presence and influence.

**KEY RESPONSIBILITIES**

1. Provide visionary leadership for the International Affairs Department, setting strategic goals and driving initiatives that enhance EMGF's global standing.
2. Ensure departmental strategies align with the overall mission and strategic objectives of the EMGF.
3. Proactively manage and expand relationships with international stakeholders, including non-member countries, global organizations, and the private sector.
4. Lead negotiations and discussions to advance the forum's interests and leverage international opportunities.
5. Direct the forum's international communication strategy, including media relations, public relations, and advocacy efforts.
6. Serve as a key spokesperson for the EMGF on the international stage, articulating the forum's positions and achievements if instructed by the Secretary General.
7. Lead the identification and cultivation of strategic partnerships that promote the EMGF's objectives.
8. Drive collaborative efforts with the private sector to encourage investment and policy alignment in the gas industry.
9. Oversee the day-to-day operations of the International Affairs Department.
10. Ensure effective coordination among team members and foster a collaborative work environment that attracts, keeps, and motivates a diverse staff of top-quality employees.
11. Direct the preparation of comprehensive reports that analyze international trends and the impact of global activities on the EMGF.
12. Synthesize complex information to guide decision-making at the highest levels of the organization.
13. Carry out any other tasks assigned by the secretary General as pertaining to his/her background qualifications and position.

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Appendix 5

**Information on Position and Employment Conditions**

<b>I. GENERAL INFORMATION</b>	
1. Position Title:	International Affairs Head
2. Unit:	International Affairs Department
3. Organization:	East Mediterranean Gas Forum
4. Location:	Headquarter, Cairo, Arab Republic of Egypt
5. Address:	27 El Salam Avenue, El Lotus Area, 5th Settlement, New Cairo - Egyptian Petrochemicals Holding Company – ECHEM Building
6. Working hours:	From 8 am to 4:30 pm with one hour lunch break
7. Working days:	Sunday – Thursday
<b>II. INFORMATION ON EMPLOYMENT CONTRACT</b>	
1. Contract Type & Duration:	<ul style="list-style-type: none"> <li>▪ Fixed 3 years, with a possibility of renewal.</li> </ul>
2. Probationary period:	<ul style="list-style-type: none"> <li>▪ Six (6) months</li> </ul>
3. Applicable Law:	<ul style="list-style-type: none"> <li>▪ As specified in Headquarter Agreement with Arab Republic of Egypt</li> </ul>
4. Jurisdiction:	<ul style="list-style-type: none"> <li>▪ According to Headquarter Agreement with Arab Republic of Egypt</li> </ul>
<b>III. STATUS &amp; SUBORDINATION</b>	
1. Instructions & directions:	Under direct instructions & directions of communications \ International Affairs\ SG
2. Reporting to:	Secretary General
3. Status:	Category I, L2 grade
4. Supervises	International Affairs Department Employees
<b>IV. SALARY &amp; BENEFITS</b>	
1. Basic salary:	Net monthly USD 10,000
2. Housing Allowance:	Monthly, paid as a fixed percentage (10% -12.5% -15%) of the Basic Salary (BS) proportionally with the number of dependents, according to Staff Regulations. <b>Only for Non Local employee.</b>
3. Car Allowance:	USD 600

4. Medical Insurance	Provided by Forum for employee and dependents
5. Life Insurance	Provided by Forum for employee.
6. Children education:	Education allowance with the ceiling of 7000 USD for one child.
7. Installation allowance	One month of basic salary for staff with dependents & half month of basic salary for staff without dependents paid upon appointment); <b>Only for non-local employee</b>
8. Home Leave Ticket:	On completion of one-year service, once per year (cost of tickets for the employees and their dependents). <b>Only for non-local employees</b>
9. Provident fund:	8 % of Basic Salary from EMGF and 4% from employee up to 3 years; 12% of Basic Salary from EMGF and 6% from employee after 3 years
<b>V. HOLIDAYS AND VACATION</b>	
1. Annual Paid Leave:	21 days up to 5 Y services in EMGF. 30 days - more than 5 Y services in EMGF.
2. Home Leave	7 days per year only for non-local employees.
3. Official Holidays	app. 17 days per year