

INTERNATIONAL GAS UNION
UNION INTERNATIONALE DU GAZ

IGU Secretary General

JOB DESCRIPTION

Execute IGU's mission as the leading Global Voice of the Gas industry for the benefit of its members and promote sustainable, reliable, affordable and secure energy choices that involve Gas as an integral part of the global energy system.

1. General responsibilities include:

- In cooperation with IGU President's mandate, representing the Gas industry worldwide on behalf of IGU, through engagement with members, key partners and other stakeholders. This includes working to ensure the industry is staying abreast of all appropriate developments affecting its interests and those of its global membership. Current stakeholders include policymakers and governments, international institutions such as the United Nations, G20, World Bank, other Non-Governmental Organisations, selected media and other related bodies.
- Supporting the President in his/her responsibilities as official spokesperson for IGU.
- Advising the President, the Executive Committee and the Council in the development of IGU's mission and strategic objectives.
- Ensuring consistent, high-quality IGU communications in all publications and media engagements, including press releases, reports, engagement campaigns, social media communications and other channels.
- Engaging with members on an ongoing basis - individually and in their regions - to ensure their global and regional representation and advocacy needs are being met, and that IGU's membership continues to grow across all regions of the globe.
- Serving as one of IGU's spokespersons, in coordination with the President
- Working with the President and Executive Committee to develop the 5-Year Strategic Plan, Annual Business plans and the associated annual budgets.
- As an officer of all IGU entities, ensure compliance with Union's Articles and Constitution.

Manage the processes around various events and internal elections, including those for IGU President's election, the World Gas Conference (WGC) and other IGU flagship events

- Initiating and organising the process for the election of IGU's President and for the hosting of the triennial World Gas Conference (WGC).
- Acting as a member of the Steering Committee (SC) for the WGC, and providing the secretariat functions for the SC.
- Initiating and organising the process for the selection of the triennial IGU Research Conference series.
- Acting as a member of the Steering Committee (SC) for the IGU Research Conference, providing the secretariat functions for the SC and giving support in connection with the Program Committee functions carried out by IGU's Committees.
- Providing the secretariat functions for the Steering Committee (SC) of the triennial LNG Conferences that is jointly organised with the GTI Energy and the International Institute of Refrigeration, including initiating and organising the election process for hosting of future LNG Conferences.

Managing the effective and efficient operation of the IGU

- Leading the Secretariat and its team of high-performing professionals, including any employees, contractors or secondees, as well as overseeing the work of external consultants engaged to deliver against IGU's strategic or tactical objectives.
- Developing IGU's business strategy and annual operating plan, ensuring these are aligned with IGU's 5-Year Strategic plan and the Presidency triennium goals and objectives.
- Ensuring that IGU achieves its annual financial goals and pursues long-term financial sustainability, in a manner consistent with appropriate business and financial management practices, with a special focus on opportunities for membership growth and cost optimisation.
- IGU Financial and administrative management:
    - Monitoring all financial activities, including the three-year rolling financial forecast.
    - Reviewing accounting reports and assisting, as appropriate, with an annual auditing process in coordination with the internal IGU Audit Committee and an external audit.
    - Regular reporting to the President and the Management Team, with at least biannual reporting to the Executive Committee (EXC).
    - Oversight of all Secretariat staff (hiring, contracts, terminations, compensation and payrolls, taxes, benefits, professional development, performance evaluation and objectives etc.).

Managing the effective and efficient operation of the IGU (cont'd)

Managing day-to-day revenues and expenses, overseeing contracts and leases, ensuring adherence to IGU's policies and practices, and ensuring that all operations are conducted in a manner consistent with the Code of Ethics and all relevant laws and regulations.

- Ensure full compliance with all applicable legal, fiscal and labour requirements related to the Secretariat in respect of UK laws.
- Be responsible for the correct and complete execution of the Service Agreement in place between IGU and IGU-UK.
- Striving to increase IGU's income, ensuring the rationality of expenditures and the sound and sustainable development of IGU.

In this respect, he/she will be empowered by IGU's Council with all legal, administrative and financial authority to act on behalf of IGU and IGU-UK with suppliers, members, clients, other associations, NGOs, registers, departments of governments and other authorities.

Overseeing execution of work activities under the defined strategies, plans and objectives, and reporting to the EXC regularly and transparently on KPIs (see below.)

Supporting the rotation of all IGU governance bodies and Committees, keeping the paramount principles of IGU on equity and transparency, and keeping IGU's Procedures Body updated.

Ensuring IGU's Articles of Association, Constitution and Code of Ethical Business Conduct reflect the business and are being followed by the organisation, its various governance bodies and committees and the membership as a whole. In so doing, he/she will serve as custodian of these documents and of any records associated with them.

2. Qualifications and skills (Requirements)

A record of achievement as an Executive or other senior managerial or leadership position:

- Substantial professional experience attained at a senior level within the Gas industry or through the management of industry associations, including fiscal management/accountability and international engagement.
- In-depth knowledge of association governance and management /member organisation best practices.
- Familiarity with various business functions such as marketing, PR, finance, event management etc.
- An advanced degree (M.A., M.B.A., J.D., Ph.D. or equivalent) would be an asset.
- Knowledge of and experience with the energy industry in general, and the Gas industry in particular, would be a significant asset for any candidate.

Leadership skills

- A track record of leading high-performance teams
- Demonstrated effective negotiation, collaboration and teamwork skills
- Clear commitment to the highest standards of ethical business practice
- A commitment to policies and practices that promote sustainable energy systems
- An entrepreneurial mindset
- Makes insightful decisions
- Drives accountability and outcomes
- Can lead change in complex environments
- Analytical abilities and problem-solving skills
- Professional and positive demeanor
- Excellent diplomacy skills in working with various interfaces within IGU and external stakeholders

People-management Skills

- Strong commitment to supervising and developing staff
- Inspires others
- Fosters a healthy and inclusive workplace which pursues continuous growth
- Demonstrated success in developing and motivating internal teams coupled with excellent delegating skills
- Demonstrates sound governance
- Effective in representing a large organisation
- Ability to influence and build enduring relationships

Strategy, Communication and Operational skills

- Excellent communication and public speaking skills (fluent spoken and written English is essential; other languages are a strong asset)
- A dynamic presence and desire to engage with leaders from diverse fields related to energy and energy policy
- Strong understanding of strategic planning, corporate/organisational finance, budgeting and performance management principles
- Strong understanding of events management. Good understanding of and being able to deal with a multicultural work environment, good at cooperation with people, strong teamwork ability
- Experience in developing business strategies and implementing a vision for an organisation, formulating and executing a strategic plan
- Solid project management experience with a strong attention to detail and the ability to manage quick-turnaround deliverables, long-term strategy implementation, reporting and metrics tracking
- Experience managing large budgets and a record of effectively allocating resources
- Good understanding of how to work with and, as appropriate, reconcile multiple agendas and stakeholders
- A record of successfully collaborating with a board of advisors

3. Reporting line

The Secretary General will report directly to IGU's President and, through him/her, to the Executive Committee and Council of IGU.

4. KPIs

The performance of the Secretary General will be measured against his/her effectiveness in helping IGU to reach its goals under the strategic objectives and Presidency focus.

For clarity, specific KPIs will be developed by the compensation committee in the following broad areas:

- Implementation of the work plan (including events)
- Financial health of IGU
- Member engagement (retention and growth)
- Secretariat management
- Advocacy activities

5. Term

The expected start is in the first or second quarter of 2027, and will continue until the conclusion of the World Gas Conference in May 2031. The appointment may be extended with the approval of IGU's Executive Committee.

6. Remuneration

Competitive remuneration and benefits commensurate with background and experience.

7. References

To be provided when requested.

Are you ready to join us?

Submit your application today.

Please send your CV, together with a Cover Letter outlining your suitability for this role, by no later than 15 December 2026.

The first round of interviews (online) is expected to take place by mid-February 2027.

Submit By:
15 December 2026

Email to:
dvdawson@igu.org

Posting:
London, UK