

Notice of Vacancy  
01/2024  
Appendix 3

**Requirements for the candidate**  
**for the position of Strategy and policy Development Head**

<b>1. Citizenship:</b>	<ul style="list-style-type: none"> <li>▪ Member Country Nationality.</li> </ul>
<b>2. 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>
<b>3. Education:</b>	<ul style="list-style-type: none"> <li>▪ Bachelor's degree in engineering, economics, business, or related field.</li> <li>▪ Master's degree in a <u>Economics, Public Policy, Energy Policy</u> is a plus.</li> </ul>
<b>4. Computer Skills:</b>	<ul style="list-style-type: none"> <li>▪ <u>Highly advanced computer skills</u></li> </ul>
<b>5. Readiness to travel:</b>	<ul style="list-style-type: none"> <li>▪ To be adjusted according to business necessity</li> </ul>
<b>6. Work experience:</b>	<ul style="list-style-type: none"> <li>▪ <b><u>Minimum 12 years of professional experience</u></b> in strategic planning, market analysis, or policy development within the energy sector- <b>5 years Minimum in a managerial position.</b></li> <li>▪ Work Experience with policy makers and high-level international organizations.</li> <li>▪ Proven track record in managing the production of strategic reports and policy documents.</li> <li>▪ Proven track record of leading and managing a team of professionals in a multicultural environment.</li> <li>▪ Extensive knowledge of regional and global energy markets, as well as international energy policies and regulations.</li> <li>▪ Experience in representing an organization at the international level and engaging with a variety of stakeholders, including government representatives, industry leaders, and international bodies.</li> </ul>
<b>7. General abilities and skills:</b>	<p><b><i>Strategic Vision and Leadership:</i></b></p> <ul style="list-style-type: none"> <li>▪ Ability to guide the Strategy &amp; Policy Development department towards achieving EMGF's strategic goals.</li> <li>▪ Strong leadership skills to inspire and direct a team effectively.</li> </ul> <p><b><i>Analytical and Critical Thinking:</i></b></p> <ul style="list-style-type: none"> <li>▪ Expertise in analyzing complex market data and translating it into actionable strategic insights and policies.</li> <li>▪ Ability to think critically about long-term market trends and policy implications.</li> </ul> <p><b><i>Policy Development:</i></b></p> <ul style="list-style-type: none"> <li>▪ In-depth understanding of policy-making processes, with the ability to craft comprehensive policy frameworks that support energy market stability and sustainable growth.</li> </ul> <p><b><i>Energy Transition Knowledge:</i></b></p> <ul style="list-style-type: none"> <li>▪ Familiarity with innovative technologies and practices aimed at reducing environmental impact within the gas industry.</li> <li>▪ Commitment to incorporating energy transition goals into strategic planning.</li> </ul> <p><b><i>Stakeholder Engagement:</i></b></p> <ul style="list-style-type: none"> <li>▪ Skilled in engaging with diverse stakeholders to gather insights and build consensus around strategic initiatives.</li> <li>▪ Excellent interpersonal and networking abilities.</li> </ul>

	<p><b><i>Communication Skills:</i></b></p> <ul style="list-style-type: none"><li>▪ Exceptional writing and presentation skills, with the capacity to communicate complex information to a variety of audiences, including governing bodies and industry experts.</li></ul> <p><b><i>Market Analysis:</i></b></p> <ul style="list-style-type: none"><li>▪ Proficient in conducting market analyses, forecasting, and competitive landscape assessments to inform strategic decisions.</li></ul> <p><b><i>Project Management:</i></b></p> <ul style="list-style-type: none"><li>▪ Demonstrated ability to oversee multiple projects, including the production of key reports and strategic documents, ensuring timely completion and high-quality output.</li></ul> <p><b><i>Mentorship and Team Development:</i></b></p> <ul style="list-style-type: none"><li>▪ Commitment to mentoring team members and fostering their professional growth, with a focus on excellence and continuous improvement.</li></ul> <p><b><i>Adaptability:</i></b></p> <ul style="list-style-type: none"><li>▪ Capability to adjust strategies and policies in response to new market developments and organizational needs.</li></ul>
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**JOB DESCRIPTION**  
**STRATEGY AND POLICY DEVELOPMENT HEAD**

<b>POSITION TITLE:</b>	Strategy & Policy development Head
<b>REPORTS TO:</b>	Secretary General
<b>SUPERVISES:</b>	Strategy & Policy development Department Employees
<b>WORKS CLOSELY WITH:</b>	SG, Strategy & Policy development Unit Co-workers and EMGF Staff

**JOB PURPOSE**

The Head of Strategy & Policy Development leads the Strategy & Policy Development department at EMGF, ensuring the effective monitoring, study, and analysis of gas market developments. This role is pivotal in proposing policy and legal/regulatory frameworks, and in identifying and monitoring energy transition initiatives and new technologies to reduce emissions along the gas value chain

**KEY RESPONSIBILITIES**

1. Drive the organization’s strategic planning and ensure alignment with EMGF's mission and strategic goals.
2. Facilitate the translation of strategic plans into actionable and operational policies and programs.
3. Lead the analysis of the regional gas markets, including supply and demand dynamics, price trends, and competitive landscape assessments.
4. Provide strategic insights that inform the development of market strategies and policy recommendations.
5. Drive the integration of energy transition goals into EMGF's strategic planning, with a focus on innovative technologies and practices that reduce environmental impact.
6. Collaborate with member countries and industry leaders to promote sustainable energy policies and initiatives.
7. Develop policy frameworks that support energy market stability and growth, aligned with environmental sustainability goals.
8. Advocate for and represent EMGF’s policy positions at international engagements, forums, and discussions.
9. Cultivate strong relationships with internal and external stakeholders, including member countries, industry experts, and international organizations.
10. Engage with stakeholders to gather input for strategic planning and policy development.
11. Generate strategic reports, including market analyses, policy proposals, and progress on energy transition initiatives.
12. Communicate complex market insights and strategic plans to a variety of

audiences, including the EMGF governing bodies.

13. Oversee the production of the EMGF's key reports, including the EMGF Annual Report, Advocacy Plan, and Initiatives submissions reports.
14. Lead the Strategy & Policy Development team, fostering a culture of excellence, collaboration, and continuous improvement.
15. Mentor and develop team members, ensuring they are equipped to contribute to strategic initiatives and policy formulation.
16. 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:	Strategy & Policy Development Head
2. Unit:	Strategy and Policy Development Dept.
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
2. Reporting to:	Strategy and Policy Development head
3. Status:	Category I, L1 grade
4. Supervises	Strategy and Policy Development Department Employees
<b>IV. SALARY &amp; BENEFITS</b>	
1. Basic salary:	Net monthly USD 11,000
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