

JOB DESCRIPTION

INTERNATIONAL ASSOCIATION OF OIL & GAS PRODUCERS (IOGP) EUROPE

DEPARTMENT: Institutional Relations

JOB TITLE: Institutional Relations Manager or Senior Officer (depending on experience)

REPORTING TO: Head of Institutional Relations

About us

IOGP Europe is the European advocacy arm of the International Association of Oil & Gas Producers (IOGP), the leading voice of the global oil and gas industry, promoting safe, efficient and sustainable energy. We represent more than 30 energy companies accounting for 70% of EU oil and gas production. We support policymakers in developing effective and inclusive policies that advance Europe's energy security, competitiveness and climate objectives.

Position summary

We are seeking a proactive, highly organized, detail-oriented professional with excellent communications skills to join our Institutional Relations team on a full-time basis. Depending on qualifications and experience, the appointment may be at Manager or Senior Officer level.

Scope, main responsibilities and objectives

- Support the implementation of IOGP Europe's institutional outreach and advocacy strategy, helping to shape an effective and predictable EU regulatory framework that reflects IOGP Europe participants' interests and is consistent with the Paris Agreement and the EU's energy security and climate objectives.
- Monitor EU political and policy developments, gather actionable institutional intelligence, and help build and maintain constructive relationships with relevant European Commission cabinets and services.
- Track legislative and political developments in the European Parliament; map the positions of relevant committees, rapporteurs, shadow rapporteurs and political groups; and support engagement with MEPs, heads of MEPs' office, accredited parliamentary assistants (APAs), political-group advisers and coordinators.
- Monitor negotiations in the Council of the EU, including relevant working parties and the rotating Presidency; map Member States' positions on priority files; and support engagement with Permanent Representations and national administrations.
- Support engagement with relevant third countries, diplomatic missions and international stakeholders, in coordination with policy colleagues.
- Work closely with IOGP Europe's Policy and Communications teams to align advocacy priorities, institutional engagement and external messaging.
- Prepare and coordinate meeting briefings for management, stakeholder profiles, talking points, position papers and other materials supporting institutional advocacy and senior-level engagement.
- Maintain accurate, up-to-date records of stakeholder interactions and institutional intelligence, supporting effective internal information-sharing.
- Support the planning, coordination and follow-up of the Outreach Sub-Committee, including agendas, meeting materials and action tracking.

Qualifications and experience

- Demonstrated experience in EU public affairs, institutional relations or advocacy, gained preferably in an EU institution or agencies, or demonstrated excellent track record in a trade association, company, consultancy or comparable organization.
- A strong delivery focus, sound judgement, a collaborative, information sharing and team spirit and a solution-oriented approach.
- Ability to adapt quickly, manage competing priorities and deliver reliably in a fast-paced environment.
- Proven ability to manage multiple workstreams and deadlines independently.
- Thorough understanding of EU institutional structures, legislative procedures and political decision-making.
- Strong research, policy analysis, drafting and digital tools skills.
- Fluent written and spoken English, with professional proficiency in at least one other European language.

Knowledge and personal attributes

- Proactive, diplomatic and politically astute, with the judgement to anticipate issues and manage sensitive stakeholder relationships.
- Collaborative team player who builds trust and contributes constructively to collective decisions.
- Strong interpersonal and negotiation skills, including the ability to bridge differences and build consensus.
- Excellent written and oral communication skills, with the ability to convey complex policy issues clearly to diverse audiences.
- Calm, resilient and pragmatic when working under pressure or navigating uncertainty.
- Sound understanding of EU energy, climate and sustainability policy; knowledge of the oil and gas sector is an advantage.
- Willingness to travel occasionally and work outside standard office hours when required.

What we offer

- A substantive role in EU energy public affairs, with opportunities to take ownership of institutional outreach activities and develop professionally.
- An international, inclusive and collaborative team environment.
- Opportunities to engage with leading energy-sector stakeholders and build a strong network across EU institutions and the Brussels public-affairs community.
- Exposure to the biggest energy companies in Europe and globally with evolving opportunities at a later stage
- Very competitive salary and benefits package.

To apply, please send your CV and a short cover letter explaining your interest in the role to: recruitment-europe@iogp.org