



OIC/ADM-FN/11/2019/ 000996

Jeddah, 19 FEB 2019

The General Secretariat of the Organization of Islamic Cooperation (OIC) presents its compliments to all its Member States, and has the honor to bring to their kind attention that it is in the process of recruiting a Professional Officer at Department of Economic Affairs of the General Secretariat in Jeddah.

The General Secretariat is attaching herewith the vacancy announcement, along with the job description and the benefits of this post, noting that the closing date for applications is March 31, 2019.

The OIC General Secretariat avails itself of this opportunity to renew to all the Member States the assurance of its highest consideration.

Encl.: as stated above.



To: Member States.





**GENERAL SECRETARIAT OF THE
ORGANIZATION OF ISLAMIC COOPERATION
(OIC)**

VACANCY ANNOUNCEMENT

DEADLINE FOR APPLICATIONS: March 31, 2019

JOB TITLE	Professional Officer
AREA OF ACTIVITY	Department of Economic Affairs
DUTY STATION	General Secretariat, Jeddah- Kingdom of Saudi Arabia
CATEGORY/ GRADE	Professional Category (P1)
REMUNERATION	Basic salary US\$. 2,800.00 in addition to other allowances and payments as stated in the OIC Personnel Regulations

Under the guidance of Assistant Secretary General/Director General and the day-to-day supervision of the head of Department, the Professional Officer will carry out the following tasks:

JOB DESCRIPTION

1. Preparation of economic Concept Notes and Background Papers on selected topics relating to economic cooperation, particularly on international trade, agricultural, tourism and industrial cooperation, role of Private Sector, and development of the Financial Sector; among others.
2. Drafting reports and related documents at various OIC conferences and meetings.
3. Follow-up and monitoring of progress on the implementation of related programs, resolutions and decisions taken by the relevant OIC organs.
4. Participating effectively in the relevant expert group meetings and formulating plans, programs and recommendations for various cooperation modalities among Member States;
5. Preparation of speeches and position papers;

6. Providing required inputs for negotiation of multilateral agreements resolutions, frameworks and other relevant decisions,
7. Assisting in preparing analytical studies and reports on socio-economic development in OIC Member States;
8. Developing and maintaining contact with International institutions, and fostering collaboration with them;
9. Representing the General Secretariat at meetings as requested and negotiation of multilateral economic instruments;
10. Participating and contributing to inter-departmental meetings and work.
11. Any other duties as may be assigned by superiors.

COMPETENCIES AND SKILLS

1. Dedication, efficiency, professional and personal integrity, leadership skills and sense of responsibility,
2. Ability to integrate in international, multi-linguistic and multicultural environment.
3. Demonstrate interest in issues related to international relations in general and economic affairs in particular.
4. Have the necessary experience in diplomatic negotiations and strong abilities to convince partners.
5. Demonstrated ability to complete in-depth studies and research,
6. Strong reporting and drafting capacity, proven ability to write in a clear and concise way and to communicate orally in an articulate manner.
7. Sound analytical skills, good planning and organizational skills,
8. Ability to interact and function within a team spirit by establishing and maintaining effective working relationship and cooperation with colleagues,
9. Excellent computer skills,
10. Ability to travel at any time to represent the General Secretariat
11. Strong desire and commitment to pursue a professional career at the OIC and personal and professional commitment to the mission and vision of the organization and to serve the causes of the Muslim World.

Education

A Bachelor degree in Economics, International Economics, International Relations and Multilateral Diplomacy, Business and Public Administration, Public Management, Studies in Financing and Investment, or related fields.

Work Experience

At least 3 years of cognate gained preferably within the foreign services of member states or at intergovernmental organizations.

Languages

excellent in English and any other official languages of the OIC(Arabic, English and French).

GENERAL REQUIREMENTS

- To be a national of an OIC Member State.
- To be below 45 years of age.
- To be free of diseases and infirmities that may hinder the performance of his/her duties
- To be nominated by his/her country or his/her country should provide no objection letter for the appointment (after selection process).

GENERAL TERMS

- Ensure the availability of the fundamental personal information e.g. date of birth, country of residence, marital status, number of children.
- Only shortlisted candidates will be contacted.
- Applications received after the deadline will not be accepted.

HOW TO APPLY

Application letter along with the CV to be sent to:

Directorate of Cabinet

OIC General Secretariat

P.O. Box 178, Jeddah 21411,

Kingdom of Saudi Arabia

Fax: +00966(12)6512288

Email: vacancy@oic-oci.org



OIC/ADM-FN/04/2019/

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The General Secretariat of the Organization of the Islamic Cooperation presents its compliments to all OIC Member States, and has the honor to inform that it intends to fill the post of a professional officer at the Legal Department at the General Secretariat in Jeddah.

The General Secretariat has the honor to enclose herewith the announcement and the job description as well as privileges relating to the above-mentioned post. The deadline for the submission of candidatures is 15/04/2019.

The OIC General Secretariat avails itself to this opportunity to renew the assurances of its highest consideration to all OIC Member States.



 To: Member States



**GENERAL SECRETARIAT OF THE
ORGANIZATION OF ISLAMIC COOPERATION
(OIC)**

VACANCY ANNOUNCEMENT

DEADLINE FOR APPLICATIONS: April 15 , 2019

JOB TITLE :	Professional Officer
AREA OF ACTIVITY :	Legal Affairs Department
DUTY STATION :	General Secretariat, Jeddah- Kingdom of Saudi Arabia
CATEGORY/ GRADE :	Professional Category (P1)
REMUNERATION	Basic salary US\$. 2,800.00 in addition to other allowances and payments as stated in the OIC Personnel Regulations

Reports to the Director of the legal department and responsible to interact with all departments in the General Secretariat and to provide the legal opinion and assistant, as well as, to contact at the external level when it is requested.

PRINCIPAL TASKS

1. Study and provide advice on draft conventions and international treaties of interest to Member State or to which they are invited to become parties.
2. To conduct studies and undertake research on legal issues.
3. Analyze the impact and compliance of past conventions to improve relations between the Member States and other countries.
4. Draft legal texts of conventions, which are held within the framework of the Organization and to finalize legal procedures in connection with signing, ratification and accession.
5. Study legal questions related to the Secretariat and Subsidiary organs of the OIC and draft the answers.
6. Assists Conferences, committees and other meetings by offering advice thereto on legal questions.
7. Compiling, consolidating and analyzing all convention materials related to OIC.

8. Assist in establishing collaboration with international organizations in regards to legal affairs and participating in the elaboration of conventions and Memorandum of Understanding (MoU) between the General Secretariat and these organizations.
9. Assist in the collaborating with the United Nations and its committees in relation to the development and formulation of the rules of international law.
10. Assist in creating a database on OIC-related legal affairs.
11. Play an interactive role within the Department by sharing views, insights and information as to the performance of the Department as well as actions and initiatives to be taken,
12. Follow-up the progress of the formulation of related work programmes/ proposals for the mandated resolutions vis-à-vis legal affairs.
13. Liaise, monitor and follow-up the implementation progress of the resolutions by the related subsidiary organs, specialized institutions and other related organs.
14. Draft progress reports for Ministerial meetings, CFM, OIC Summit and other conferences.
15. Discharge any other work assignments as requested by supervisors.

COMPETENCIES:

1. Dedication, efficiency, professional and personal integrity.
2. Ability to integrate in international, multi-linguistic and multicultural environment.
3. Demonstrated ability to complete in-depth studies and research conclusions.
4. Strong reporting and drafting ability and to write in a clear and concise manner and to communicate orally in an articulate manner.
5. Ability to interact and function within a team spirit by establishing and maintaining effective working relationship and cooperation with colleagues.
6. Demonstrated interest in issues related to the international affairs in general and the Islamic world and legal in particular.
7. Good computer skills

EDUCATION

Bachelor degree (Masters Degree preferable) in Law, International Law, or Legal Studies.

WORK EXPERIENCE

At least 4 years of legal experience gained preferably within the foreign services of the member states or at intergovernmental organizations.

LANGUAGES

Professional fluency in (reading, writing and speaking) at least two of the working languages of the OIC, which are Arabic, English and French, and preferable three languages.

GENERAL REQUIREMENTS

- To be a national of an OIC Member State.
- To be below 45 years of age.
- To be free of diseases and infirmities that may hinder the exercise of his/her duties
- To be nominated by his/her country or his/her country should provide no objection letter for the appointment (after selection process).

GENERAL TERMS

- Ensure the availability of the fundamental personal information e.g. date of birth, country of residence, marital status, number of children.
- Only shortlisted candidates will be contacted.
- Applications received after the deadline will not be accepted.

HOW TO APPLY

Write the job title you apply for on the email subject with application letter along with the CV, and send to:

OIC General Secretariat

Email: vacancy@oic-oci.org



OIC/ADM-FN/11/2019/ 001005

Jeddah, 19 FEB 2019

The General Secretariat of the Organization of Islamic Cooperation (OIC) presents its compliments to all its Member States, and has the honor to bring to their kind attention that it is in the process of recruiting a Vice Chancellor of Islamic University of Technology, Dhaka – People's Republic of Bangladesh.

The General Secretariat is attaching herewith the vacancy announcement, along with the job description and the benefits of this post, noting that the closing date for applications is April 7, 2019.

It should be noted that nominations for this post should be submitted officially through the foreign ministries.

The OIC General Secretariat avails itself of this opportunity to renew to all the Member States the assurance of its highest consideration.

Encl.: as stated above.

 To: Member States.





**GENERAL SECRETARIAT OF THE
ORGANIZATION OF ISLAMIC COOPERATION
(OIC)**

VACANCY ANNOUNCEMENT

DEADLINE FOR APPLICATIONS: April 7, 2019

JOB TITLE	Vice Chancellor
AREA OF ACTIVITY	Islamic University of Technology
DUTY STATION	Dhaka – People's Republic of Bangladesh
CATEGORY/ GRADE	Director General (DG)
REMUNERATION	Basic salary US\$5500 in addition to other allowances and payments as stated in the OIC Personnel Regulations

The Vice Chancellor shall assume his tasks under the supervision of the Secretary General (The Chancellor) in coordination with the Governing Board of the university.

Job Description

1. The Vice-Chancellor shall be the Chief Executive in Charge of the overall management of the University and shall take the measures necessary for realizing of the objectives of the University.
2. Ensure that the provisions of the Charter, the Regulations of the Organization, the Statute of the IUT, and the Rules and Regulations of the University are faithfully observed and carried out.
3. Take necessary actions in coordination with the authorities of the host country to provide for the physical security of the University ;
4. Ensure that the financial and other targets of the University are achieved economically;
5. Ensure that the departments and offices of the University function smoothly and efficiently;
6. Keep the Governing Board generally informed of the affairs on the University and bring such matters for consideration of the Governing Board as he may deem necessary from time to time;
7. Act and maintain liaison between the General Secretariat and the Governing Board and coordinate the activities of the university with the General Secretariat;

8. Initiate policies and programmes and implement plans and programmes of the University in accordance with the policy decisions and guidelines of Council of Foreign Ministers, the General Assembly and the Governing Board;
9. Present to the Governing Board annual programme, the annual budget and the annual report of the University ;
10. Take such executive and administrative steps as he may consider necessary, subject to any regulation made in this behalf, ensure control, supervision and coordination of the activities and conduct work and affairs of the various Departments and Offices of the University.
11. Recommend to the Secretary General for appointment of Pro Vice Chancellor and members of the staff of professional and administrative Categories after processing such cases as per Personnel regulations of the OIC and recommend their promotion, termination and disciplinary actions in accordance with the IUT's Statue, IUT's Internal Rules and Regulations of the OIC;
12. Promote good relations between the University and the various related institutions especially in Member States;
13. Perform such other functions, as may be assigned by the Council of Foreign Ministers, the Secretary General, General Assembly and the Governing Board.

Competencies & Skills

1. Sense of responsibility and commitment to the OIC and its goals and programs.
2. To have the leadership skills to direct and inspire the staff of the university towards the accomplishment of its objectives.
3. Ability to listen, to consult and to share information and ideas; and to have the negotiation skills.
4. To have the planning and organizing skills in order to systematically plan a course of action for himself and others to ensure the accomplishment of specific objectives.
5. Flexibility and capacity to focus on priorities, and to have the ability to anticipate problems and devise appropriate plans.
6. Ability to integrate and work in international, multi-linguistic and multi-cultural environment.
7. Ability to work under pressure.
8. Act as a model for timely accomplishment of assignments and punctuality.
9. Good computer skills.
10. Skilled at problem solving, thinking analytically and developing programs that advance the university's strategic objectives and mission.
11. Strong skills for sustained measurement of program outcomes, ability to work independently and with and through others to achieve desired results.
12. Handle emergency and crisis situations that pertain to the campus and campus life.

Education

The candidate must have at least Ph.D. degree or equivalent degree from an accredited institution. Substantial experience in a higher education leadership position.

Work Experience

A minimum of ten (10) years of experience in a related profession with at least five (5) years of senior level leadership experience in higher education or supporting academic development.

Languages

Fluent in English language, preferable to have some knowledge of at least one of the two official languages i.e. Arabic and French.

General Requirements

- To be a Muslim national of one of the OIC Member States.
- To be below fifty-six years of age.
- To be free of diseases and infirmities that may hinder the exercise of his/her duties
- To be either nominated by his/her State or his State should have no objection to his appointment.
- The date of birth and contact numbers are essential requirements to be available in the C.V.

How to Apply

Application letter along with the CV to be sent through the Ministry of Foreign Affairs to :

Directorate of Cabinet
OIC General Secretariat
P.O. Box 178, Jeddah 21411,
Kingdom of Saudi Arabia
Fax: +00966(12)6512288
Email: vacancy@oic-oci.org

Notes

Applications received after the deadline will not be accepted.
Only short-listed candidates will be contacted.



KEMENTERIAN HAL EHWAL LUAR NEGERI

**JABATAN PERTUBUHAN-PERTUBUHAN ANTARABANGSA
KEMENTERIAN HAL EHWAL LUAR NEGERI**

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**JAWATAN-JAWATAN KOSONG
DI PERTUBUHAN KERJASAMA ISLAM (OIC)**

1) *PROFESSIONAL OFFICER AT DEPARTMENT OF ECONOMIC AFFAIRS*

TARIKH TUTUP

31 MAC 2019

2) *PROFESSIONAL OFFICER AT DEPARTMENT OF LEGAL AFFAIRS*

TARIKH TUTUP

15 APRIL 2019

Permohonan hendaklah dihadapkan melalui:

Kementerian Hal Ehwal Luar Negeri
Negara Brunei Darussalam

Untuk maklumat lanjut mengenai jawatan tersebut, sila layari laman web:

<https://www.oic-oci.org/vacancies/?lan=en>



KEMENTERIAN HAL EHWAL LUAR NEGERI

**JABATAN PERTUBUHAN-PERTUBUHAN ANTARABANGSA
KEMENTERIAN HAL EHWAL LUAR NEGERI**

JAWATAN KOSONG

**ISLAMIC UNIVERSITY OF TECHNOLOGY,
DHAKA**

1) *VICE CHANCELLOR*

TARIKH TUTUP

07 APRIL 2019

Permohonan hendaklah dihadapkan melalui:

Kementerian Hal Ehwat Luar Negeri
Negara Brunei Darussalam

Untuk maklumat lanjut mengenai jawatan tersebut, sila layari laman web:

<https://www.oic-oci.org/vacancies/?lan=en>