



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

**VACANCY ANNOUNCEMENT  
DEADLINE FOR APPLICATIONS: 20 March 2024**

<b>JOB TITLE</b>	Permanent Observer
<b>AREA OF ACTIVITY</b>	OIC Mission to the United Nations-Geneva
<b>DUTY STATION</b>	Geneva
<b>CATEGORY/ GRADE</b>	Director General (DG)
<b>REMUNERATION</b>	Basic salary US\$5500 in addition to other allowances and payments as stated in the OIC Personnel Regulations

Under the direct supervision of the Assistant Secretary General for Political Affairs, the Permanent Observer shall assume his/her duties and supervise the staff of the OIC Mission to the United Nations in Geneva.

**JOB DESCRIPTION**

- Develops guidelines, policies and plans for the administrating of the staff and office.
- Maintains up-to-date knowledge of events on International developments in general, and the agenda and activities of the United Nations system based in Geneva (political, Human Rights, Economic, Social, Cultural, ...) in particular
- Develops action-oriented partnerships with international institutions, universities, think-tanks, NGOs and media organs based in Switzerland in order to highlight and support the new vision and activities of the OIC.
- Develops political vision statement and strategies to frame studies on political relations, and issues of international importance.
- Partakes in the formulation of plans and ideas to steer the OIC Member States in unifying their responses and positions pertaining to issues facing the Member States in the United Nations (UN).
- Assesses progress in implementing political action programs; comes up with mechanisms to address shortcomings and problems hindering the sound implementation of programs.

- Submits progress reports regarding his area of activity for Ministerial meetings, Council of Foreign Ministers (CFM), OIC Summit, and other conferences.
- Has the ability to present the political vision of the OIC to promote its goals and objectives in the context of drafting treaties and memoranda of understanding between the OIC General Secretariat and other International Organizations.
- Analyzes, from a political standpoint, the feedback and comments of OIC Member States and their impact on the effective implementation of plans and programs of action.
- Plays an interactive role vis-a-vis the OIC Ambassadorial Group and its experts in Geneva by sharing views, insights and information as to the performance of the OIC as well as actions and initiatives to be taken by the OIC.
- Supervising the preparation of various documents such as reports of the Mission, memoranda, talking points, press releases, diplomatic notes and letters, etc. which may be requested by the headquarters.
- Discharges any other work assignments as requested by the Secretary General and Assistant Secretary General.

#### **Competencies and skills**

- Ability to successfully represent the OIC in political event or in every manner
- Dedication, efficiency, professional and personal integrity and sense of responsibility,
- Ability to integrate in international, multi-linguistic and multicultural political and diplomatic environment
- Demonstrate ability to complete in-depth studies and research conclusions
- Sound analytical skills, good planning and organizational skills,
- Strong reporting and drafting ability, proven ability to write in a clear and concise manner and to communicate orally in an articulated manner,
- Ability to interact and function within a team spirit by establishing and

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maintaining effective working relationship and cooperation with colleagues

- Good computer skills.
- Demonstrate interest in issues related to the international affairs in general and the Islamic world, Islamic Culture and United Nations system in particular.
- Strong desire and commitment to pursue a professional career at the OIC and personal and professional commitment to the missions and visions of the Organization and to serve the causes of the Muslim World.

### **Education**

Master's degree in political science, international relations and diplomacy, peace studies, developmental studies, international economics, international law or related fields. Ph.D. degree will be an added advantage.

### **Work Experience**

Preferably a minimum of 18 years of experience in a managerial position such as Director or Director General in an international organization or in a related profession.

### **Languages**

Fluent, in at least two of the three official languages of the OIC; Arabic, English and French, with the submission of an evidence (proficiency Certificate) for the mastery of two languages; preferable to have some knowledge of third language.

### **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.

### **GENERAL TERMS**

- Ensure the availability of the fundamental personal information e.g.

date of birth, country of residence, marital status with the 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:

[vacancy@oic-oci.org](mailto:vacancy@oic-oci.org)