



OIC/ADM-FN/11/2019/ 000616

Jeddah, 29 JAN 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 Director-General for the OIC Regional Office in Mogadishu, Somalia.

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 20, 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.



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

**VACANCY ANNOUNCEMENT
DEADLINE FOR APPLICATIONS: March 20, 2019**

JOB TITLE	Director General of the Office
AREA OF ACTIVITY	OIC Regional Office
DUTY STATION	Mogadishu, Somalia
CATEGORY/GRADE	Director General
REMUNARATION	Basic Salary US\$5,500 (as a minimum) in addition to other allowances and payments as stated in the OIC Personnel Regulations

The Head OIC Regional Office in Mogadishu will be responsible for overall development activities in Somalia and in the region and reports to the OIC General Secretariat.

JOB DESCRIPTION:

1. Determine the overall work plan of the office and execute accordingly.
2. Assess the overall developmental activities in Somalia and prepare the needs assessment.
3. Monitor the overall political and developmental issues in the region and report to the General Secretariat.
4. Liaise with local authorities, local and international partners in executing the work of the office.
5. Prepare and submit reports on various issues concerning the Member States;
6. Study various reports/studies issued by the UN and recommend follow-up actions for OIC and its Member States;

7. Follow-up the progress on mandated resolutions/decisions adopted by the OIC decision making bodies;
8. Work with the United Nations and its organs in relations to develop and strengthen cooperation;
9. Conduct studies and undertake research on various topics;
10. Liaise with different departments and organs of the UN and the host country;
11. Assist conferences, committees and other meetings by relevant advice;
12. Discharge any other duties assigned with by the General Secretariat.

COMPETENCIES AND SKILL:

1. Dedication, efficiency, professional and personal integrity and sense of responsibility;
2. Ability to integrate in international, multi-linguistic and multicultural environment;
3. Ability to interact and function within a team spirit by establishing and maintaining effective working relationship and cooperation with colleagues;
4. Strong reporting and drafting ability and to write in a clear and concise manner and to communicate orally in an articulate manner;
5. Readiness to travel at any time to participate in any requested mission;
6. Strong desire to pursue a professional career in the OIC system, personal and professional commitment to the missions and visions of the organization;
7. Ability to work under pressure;
8. Good computer skill and literacy.

EDUCATION:

Relevant Master Degree from a reputed university.

WORK EXPERIENCE:

A minimum of 8 years of experience in a related profession, preferably in humanitarian affairs.

LANGUAGES:

Fluent in at least two of the three official languages of the OIC; namely Arabic, English and French, with the submission of an evidence (proficiency certificate) for the mastery of two languages; it is preferred to have some basic knowledge over the third language.

GENERAL REQUIREMENTS:

- To be a Muslim national of one of the OIC member States
- To be below fifty years of age;
- To be free of disease and infirmity that may hinder the exercise of his/her duties;
- To be either nominated by his/her State of the State should have no objection to his/her appointment;
- Date of birth and contact numbers are essential requirements to be available in the CV.

Application letter together with a copy of detailed CV to be sent to:

Cabinet of the Secretary General
OIC General Secretariat
PO Box No. 178, Jeddah-21411
Kingdom of Saudi Arabia
Fax No. +966 12 6512288
Email: vacancy@oic-oci.org

Only a short-listed candidates will be contacted.

Applications receive after the deadline will not be considered.



سند استلام
Receipt Voucher

نأمل تأكيد الاستلام، وإعادة المستند بعد توقيعه على الفاكس التالي: (+966 12 653 1459)

Kindly acknowledge receipt, and return the document duly signed to the following Fax:

(+966 12 653 1459)

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For the third time	For the second time	For the first time	

عدد الصفحات بما فيها هذه الصفحة Page(s) No. including this page	التاريخ Date:	رقم المذكرة Note No.
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