



OIC/ADM-FN/04/2023

002393

Jeddah: 31 JUL 2023

The General Secretariat of the Organization of Islamic Cooperation (OIC) presents its compliments to all Member States and has the honor to inform that it is planning to fill the vacant position of Permanent Observer – OIC Mission to the European Union in Brussels.

The General Secretariat has the honor to enclose herewith the vacancy announcement including the job description noting that the deadline of application for this position is **August 29, 2023**.

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

To: All OIC Member States.





VACANCY ANNOUNCEMENT

DEADLINE FOR APPLICATIONS: 29 August 2023

JOB TITLE	:	Permanent Observer
AREA OF ACTIVITY	:	OIC Mission to the European Union
DUTY STATION	:	Brussels
CATEGORY/ GRADE	:	Director General (DG)
REMUNERATION		Basic salary US\$5500 in addition to other allowances and payments as stated in the OIC Personnel Regulations
DEADLINE FOR APPLICATIONS		29 August 2023

Under the direct supervision of the Assistant Secretary General for Political Affairs the Permanent Observer shall assume his duties and supervise the staff of the OIC Mission to the European Union in Brussels.

JOB DESCRIPTION

- Develop guidelines, policies and plans for the administrating of the staff and office.
- Develops political vision statement and strategies to frame studies on political relations with the European Union.
- Analyzes, from a political standpoint, the feedback and comments of Member States of the European Union and their impact on the OIC and its plans and programs of action.
- 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.
- Submits progress reports regarding his area of activity for Ministerial meetings, Council of Foreign Ministers (CFM), OIC Summit, and other conferences.
- Maintain up-to-date knowledge of events on International developments in general, and the agenda and activities of the European Union system in particular
- Develop action-oriented partnerships with international institutions and universities, NGOs and media organs based in Brussels in order to highlight and support the new vision and activities of the OIC.

- Partakes in the formulation of plans and ideas to steer the Member States in unifying their responses and positions pertaining to issues facing the Member States with the states of the European Union.
- Has the ability to present the political vision of the OIC to promote its goals in the context of drafting treaties and memoranda of understanding between the General Secretariat and the European Union.
- Play an interactive role vis-à-vis the OIC Ambassadorial Group and its experts in Brussels 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.
- Discharges any other work assignments as requested by the Secretary General and Assistant Secretary General.

COMPETENCIES & SKILLS

- Ability to successfully represent the OIC in every manner
- Dedication, efficiency, professional and personal integrity and sense of responsibility,
- Ability to integrate in international, multi-linguistic and multicultural environment.
- Demonstrated 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 articulate manner,
- Ability to interact and function within a team spirit by establishing and maintaining effective working relationship and cooperation with colleagues,
- Good computer skills,
- Demonstrated 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

Masters 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

A minimum of 18 years of experience in a Director or Director General position 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 free of diseases and infirmities that may hinder the exercise of his/her duties
- . To be either nominated by his/her State, or the State should have no objection to the appointment. A letter of no objection issued by the competent governmental authority shall be requested upon the final selection of the candidate to fill the position.

General Conditions

- The CV **must** include basic personal information such as the date of birth, country of residence, marital status, number of children, nationality , years of work experience etc.
- Only short-listed candidates will be contacted.
- Applications received after the announced deadline will not be considered.

HOW TO APPLY

Write the job title you are applying for in the email subject, accompanied with an application letter, in addition to your CV and send to: Email: vacancy@oic-oci.org

Yes



سند استلام

Receipt Voucher

نأمل تأكيد الاستلام، وإعادة المستند بعد توقيعه على الفاكس التالي:

Kindly acknowledge receipt, and return the document duly signed to the following Fax:
(+966 12 653 1459)

للمرة الثالثة	للمرة الثانية	للمرة الأولى	✓
For the third time	For the second time	For the first time	

عدد الصفحات بما فيها هذه الصفحة Page(s) No. including this page	Date - التاريخ	رقم المذكرة - Note No
05	31/07/2023	02393

The receiving end:الجهة المستلمة

Received by:المستلم

Signature:التوقيع

Date:التاريخ

Time:الوقت

للاستفسار يرجى الاتصال على التلفون رقم: (+966) 12 651 5222 توصيلة 1906

For inquiries, please contact us on telephone number: (+966) 12 651 5222 Ext. 1906

or email: bo.cabinet@oic-oci.org