



**ORGANIZATION OF ISLAMIC COOPERATION
GENERAL SECRETARIAT
DEPARTMENT OF POLITICAL AFFAIRS**

Job Title	Director of Asian Affairs
Department	Department of Political Affairs
Duty Station	Jeddah, Kingdom of Saudi Arabia
Category / Grade	Principal Category (D-1)
Remuneration	Basic Salary US\$ 4600 and other allowance and benefits stipulated in OIC personnel Regulations.
Deadline	30 October 2024

Under the overall supervision of the Assistant Secretary General for Political Affairs, the incumbent reports directly to the Director General for Political Affairs.

JOB RESPONSIBILITIES

The Director of Asian Affairs will be responsible for the following duties:

1. Prepares political strategies; offers perspective and advises in support of the Department's work; proposes immediate and long-term solutions to political matters of general and specific concern; identifies emerging issues on the agenda of the OIC; makes recommendations on findings arrived at through analysis of possible strategies and measures.
2. Plans and implements operational activities necessary for the work of the Department, including such matters as bilateral consultations with international organizations and their member states.

3. Drafts reports speeches, briefing notes and press letters talking points for the Secretary General and Assistant Secretary General.
4. Provides orientation and training to staff members on the Department's work; plans, structures and supervises assignments and reviews performance.
5. Leads, conducts, coordinates, organizes and supervises research on a variety of political topics and issues in specific regions or countries.
6. Assists the Secretary General, the Assistant Secretary General and the Director General on technical and practical matters related to their work.
7. Keeps the Secretary General, the Assistant Secretary General and the Director General informed about the vast array of issues that should command their attention; assists in considering possible options for addressing these issues; and ensures appropriate follow-up as required.
8. Liaises and maintains cooperation on policy coordination matters with OIC overseas offices, the Member States, the wider OIC community along with national and international partners.
9. May travel to conflict areas to assess the situation and report thereon.

COMPETENCIES AND SKILLS

1. Professionalism: Thorough knowledge of and experience with topics dealt with by the OIC.
2. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
3. Reciprocal communication proficiency (speaks and writes clearly and effectively; listens actively; understands others' views and needs; responds adequately; asks questions to gain a shared understanding; adapts and adjusts language, tone, style and mannerisms to reach target audience; exchanges information and updates).
4. Works collaboratively with colleagues; solicits input by taking on board others' ideas and perspectives; builds and maintains strong partnerships based on mutual trust and respect among colleagues; identifies the needs of clients and responds with appropriate solutions; shows capacity to be sensitive, responsive and adaptive to changing internal and external work environments.
5. Exemplifies commitment and positive attitude; shows goal-oriented and result-driven attitude cultivating colleague's investment towards common ends; shows initiative to design plans that are consistent with agreed goals; shows ability to promote collaboration, commitment and mutual respect within the team; shows ability to anticipate problems and find mutually satisfactory solutions.
6. Shows ability to identify key issues and get to the core of the most complex of issues and situations; ability to make well-informed decisions that seek out all possible outcomes and sets about achieving the best of those outcomes; ability to make

decisions with consciousness of their ultimate impact on the Organization; ability to assess challenges and recommend alternative courses of action; checks assumptions against facts; assumes responsibility for decisions and outcomes.

7. Good computers skills .

EDUCATION

University degree (Master's or preferably a PhD) in international relations or political science

WORK EXPERIENCE

1. A minimum of 15 years of progressively responsible work experience in a senior position in external relations or within the UN system or with the permanent mission to the UN at New York, Geneva or Brussels.
2. Extensive experience and specialist knowledge of Asian affairs.
3. Profound knowledge of the OIC, its mandate and institutional structure..

LANGUAGES

Arabic, English and French are the working languages of the OIC General Secretariat. For the position advertised, fluency in English is required. Proficiency in another OIC official language (in reading, writing and speaking) is also required.

GENERAL REQUIREMENTS

1. The successful candidate must be a Muslim national of a Member State of the OIC.
2. He or she must be free from any disease or disability for the efficient performance of their duties.
3. The candidate must be less than 56 years of age.

GENERAL CONDITIONS

1. The curriculum vitae should include basic personal information about date of birth, country of residence, marital status, children, etc.
2. The OIC will contact only candidates who are shortlisted for the next step in the selection process.
3. The candidate must either be nominated by their country or provide a letter of non-objection from relevant authorities. Appointment to the advertised position shall be made for the successful candidate subject to submission of a non-objection letter.

How to Apply

Please share a motivation letter along with your CV at vacancy@oic-oci.org latest by **30 October 2024**. Please mention the position in the subject line of your email.

Applications received after the deadline will not be considered.