



OIC/ADM-11/2026 000867

Jeddah: 06 APR 2026

The General Secretariat of the Organization of Islamic Cooperation (OIC) extends its compliments to all Member States and is pleased to announce its intention to fill the vacant position of professional officer at Economic Affairs Department at the General Secretariat of the OIC in Jeddah.

The General Secretariat has the honor to enclose herewith the vacancy announcement including the job description noting that the deadline of applications submission is **May 01st, 2026**.

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

ORGANIZATION OF ISLAMIC COOPERATION (OIC)

General Secretariat (Jeddah - Saudi Arabia)

Job Title	Professional officer
Area of Activity	Economic Affairs Department at the OIC General Secretariat
Duty Station	Jeddah, Kingdom of Saudi Arabia
Category/Grade	Professional Category (P)
Remuneration	Basic Salary US\$ 2800 in addition to other allowances and payments as stated in the OIC Personnel Regulations
Deadline	01 May 2026

Reports to the Director General and is responsible for liaising between the Department of Economic Affairs and other departments, as well as, with Member States and other institutions and organizations.

POSITION SUMMARY

Under the supervision of the Director General, the Professional Officer shall assist in performing the tasks of the Department, including drafting reports, preparing speeches on various economic subjects, liaising with Member States for planning and coordination and participating in meetings.

JOB RESPONSIBILITIES

1. Drafts reports and related documents at various OIC conferences and meetings;
2. Follows up and monitors the progress of the implementation of related programs, resolutions and decisions taken by the relevant OIC organs;
3. Participates effectively in the relevant events and formulates plans, programs and recommendations for various cooperation modalities among Member States;
4. Assists in preparing analytical studies and reports on socio-economic development in OIC Member States;
5. Follows up the development of economic issues and subjects undertaken by the concerned subsidiary organs, specialized and affiliated institutions of the OIC;
6. Develops and maintains contact with UN agencies and other international organizations, and fostering collaborations with them;
7. Represents the General Secretariat in meetings as requested;
8. Participates and contributes to inter-departmental meetings and work;
9. Performs any other duties as may be assigned by superiors.

COMPETENCIES AND SKILLS

1. Dedication, efficiency, professional and personal integrity, sense of responsibility;
2. Ability to integrate and work in international, multi-lingual and multicultural environment;
3. Demonstrated ability to conduct in-depth studies and researches, and have sound analytical and writing skills;
4. Good planning and organizational skills;
5. Strong reporting and drafting ability, proven ability to write in a clear and concise manner and to communicate orally in an articulate manner;
6. Ability to interact and function within a team spirit by establishing and maintaining effective working relationship and cooperation with colleagues;
7. Good computer skills;
8. Ability to work under pressure;
9. Good skills of researching, reading, tracking and analyzing information and convert it into coherent reports or speeches;
10. Demonstrated interest in issues related to international affairs in general, Islamic world and economics in particular;
11. Ability to travel at any time to represent the General Secretariat; and
12. Ability to work with minimum supervision.

EDUCATION

Possess a very good Bachelor degree (at least Upper Second Class Honors or equivalent) in Economics, International Economics, Business Management, Studies in Financing, Trade, Investment, Information Management, Public Administration, and Development issues, or any related fields. A Masters or higher Degree would be preferred and of great added advantage.

WORK EXPERIENCE

At least 5 years of progressive relevant experience, preferably within the foreign services of the Member States or at intergovernmental organizations/institutions.

LANGUAGES

Professional fluency in English (reading, writing and speaking), plus one of the other two working languages of the OIC (Arabic and French). Fair knowledge of the third language is an added advantage.

GENERAL REQUIREMENTS

1. To be a Muslim national of one of the OIC Member States.
2. To be free of diseases and infirmities that may hinder the exercise of his/her duties.
3. To be either nominated by his/her either State or the State should have no objection to the candidate's appointment.
4. To be below 50 years of age.

GENERAL CONDITIONS

1. The resume must include basic personal information, including birthdate, country of residence, marital status, number of children, nationality, years of work experience, and other relevant information.
2. Only short-listed candidates will be contacted.
3. **Applications received after the deadline or having incomplete information shall 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:

vacancy@oic-oci.org