



**VACANCY ANNOUNCEMENT**  
**ORGANIZATION OF ISLAMIC COOPERATION (OIC)**

**General Secretariat (Jeddah - Saudi Arabia)**

<b>Job Title</b>	Director
<b>Department /Office</b>	Palestine and Al Quds Affairs Department
<b>Duty Station</b>	Jeddah- Kingdom of Saudi Arabia
<b>Category/ Grade</b>	D1 (Principal Category)
<b>Remuneration</b>	Basic Salary US\$ 4600 and other allowances and benefits stipulated in the OIC Personnel Regulations.
<b>Deadline For Application</b>	January 30, 2025

Director of the department shall assume his/her task under the supervision of the Assistant Secretary General for Palestine and Al Quds Affairs.

**JOB DESCRIPTION**

- Monitors, reviews, and analyzes political developments in the Middle East, with special focus on the Arab and Palestinian occupied territories; assesses trends which might affect the political situation; and recommends possible actions to be undertaken by OIC.
- Identifies, initiates and maintains strategic partnerships opportunities; builds and maintains relations with various international partners — UN entities, NGOs, Think Tanks, regional and international institutions, in- line with the OIC vision and mission on the cause of Palestine.
- Assumes the primary responsibility for coordination with OIC Offices and other specialized, affiliated and subsidiary institutions with regard to the cause of Palestine and al- Quds.
- Monitors, analyzes and reports on media and information outlets in Western Countries regarding the Question of Palestine, and provides clear input to the OIC to make intervention where necessary.
- Undertakes outreach activities like workshops, seminars or any other events to promote, advocate and share knowledge about the OIC positions toward the question of Palestine to various audiences through a variety of communication platforms.

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- Produces regular information materials including reports, fact- sheets, statements and press releases related to the cause of Palestine.
- Plays an interactive role within the Department by sharing views, insights and information as to the performance of the Department as well as actions and initiatives to be taken.
- Assists in an active dialogue with NGOs, international partners and stakeholders to develop cooperation possibilities, strategic networks and alliances for joint activities in solidarity with the Palestinian people.
- Provides advice and expertise to further maximize the effectiveness of OIC on a range of issues of concern; Undertakes analysis and presents reports on periodic basis or upon request; evaluates impact of partnership activities with international partners in relation with the cause of Palestine.
- Collaborates and proactively supports OIC's adherence to the MoU and agreements that has been concluded with international partners, especially with regard to the cause of Palestine.
- Performs other functions as will be required.

#### **COMPETENCIES AND SKILLS**

- In-depth knowledge of and demonstrable interest in the Middle East Peace Process and current political affairs related to Palestine and Arab occupied territories.
- Demonstrates professional competence in promoting the OIC vision, mission and strategic objectives, with regard to cause of Palestine, at international level.
- Sound political judgment, communication, networking, interpersonal skills, negotiation skills; and ability to present information, often under pressure, and takes a positive and proactive approach to new challenges.
- Shows dedication, efficiency, professional and personal integrity and sense of responsibility; efficiency in meeting commitments, deadlines and achieving results, persistence when faced by difficulties or challenges.
- Ability to integrate in international, multi- linguistic and multicultural environment; and ability to interact and function within a team spirit by establishing and maintaining effective working relationship and cooperation with colleagues.
- Strong and precise analytical, planning, reporting and drafting skills, and demonstrable negotiation and dialogue skills.
- Ability to complete in-depth studies and reach conclusions on possible causes and solutions to political problems in the Middle East region.
- Readiness to travel at any time to accomplish any requested mission.

- Strong desire to pursue a professional career at the OIC General Secretariat, personal and professional commitment to the missions and visions of the organization.
- Good computer skills.

### **EDUCATION**

Master's degree in political science, law, international relations, international economics, public administration, conflict resolution, diplomatic studies, international and Middle East studies, or any related field. Ph.D. will be an advantage.

### **WORK EXPERIENCE**

At least 12 years of progressively responsible experience gained from foreign services of the Member States, public affairs, international, non- governmental or intergovernmental Organizations and good experience in political environment, international relations, conflict resolution. In- depth experience in Middle East issues Specific to the Palestinian and Arab- Israeli conflict.

### **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 their duties.
- To be either nominated by their State or the State should have no objection to the candidate's 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.
- The candidate must be less than 56 years of age.

### **General conditions**

- 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.
- Only short-listed candidates will be contacted.
- Applications received after the deadline as herein indicated shall not be considered.

### **How to Apply**

Email your resume with the job title you are applying for as the email subject to:

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