



VACANCY ANNOUNCEMENT

ORGANIZATION OF ISLAMIC COOPERATION (OIC)

General Secretariat (Jeddah - Saudi Arabia)

Job Title	Permanent Observer
Area Of Activity	OIC Mission to the United Nations-Geneva
Duty Station	Geneva
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 Application	February 25, 2025

Under the direct supervision of the Assistant Secretary General for Political Affairs, the Permanent Observer shall assume his/her duties and supervise the staff of the OIC Mission to the United Nations in Geneva.

Job Description

- Develops guidelines, policies and plans for the administrating of the staff and office.
- Maintains up-to-date knowledge of events on International developments in general, and the agenda and activities of the United Nations system based in Geneva (political, Human Rights, Economic, Social, Cultural, ...) in particular
- Develops action-oriented partnerships with international institutions, universities, think-tanks, NGOs and media organs based in Switzerland in order to highlight and support the new vision and activities of the OIC.
- Develops political vision statement and strategies to frame studies on political relations, and issues of international importance.
- Partakes in the formulation of plans and ideas to steer the OIC Member States in unifying their responses and positions pertaining to issues facing the Member States in the United Nations (UN).
- Assesses progress in implementing political action programs; comes up with mechanisms to address shortcomings and problems hindering the sound implementation of programs.

- Submits progress reports regarding his area of activity for Ministerial meetings, Council of Foreign Ministers (CFM), OIC Summit, and other conferences.
- Has the ability to present the political vision of the OIC to promote its goals and objectives in the context of drafting treaties and memoranda of understanding between the OIC General Secretariat and other International Organizations.
- Analyzes, from a political standpoint, the feedback and comments of OIC Member States and their impact on the effective implementation of plans and programs of action.
- Plays an interactive role vis-a-vis the OIC Ambassadorial Group and its experts in Geneva 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.
- 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.
- Discharges any other work assignments as requested by the Secretary General and Assistant Secretary General.



Competence and skills

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

- Demonstrate 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

Master's 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

Preferably a minimum of 18 years of experience in a managerial position such as Director or Director General 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 either State or the State should have no objection to the candidate's appointment.
- 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

