

**Government of the People's Republic of Bangladesh**  
**Ministry of Foreign Affairs**  
**Policy & Organization Section**  
**Dhaka**

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22 November 2023

**Notice**

**Sub: Vacancy Announcement for the Post of Director (Humanitarian Affairs) in the OIC Department of Humanitarian Affairs in Jeddah, Ding of Saudi Arabia.**

The General Secretariat of OIC in Jeddah is looking for suitable candidate for its "Humanitarian Affairs Department" for the following post:


Job Title	Department/Office	Duty Station	Category/Grade	Remuneration
Director (Humanitarian Affairs)	OIC Department of Humanitarian Affairs	Jeddah-Kingdom of Saudi Arabia	D1 (Principal Category)	Basic Salary US\$ 5080 and other allowances and benefits stipulated in the OIC Personnel Regulations

02. The Director (Humanitarian Affairs) shall report to the Assistant Secretary-General for Humanitarian, Cultural and Social Affairs. The qualification and eligibility criteria for the post are as follows:

- Advanced University degree (master's or equivalent; a Ph.D. degree will be an added advantage) in humanitarian studies (emergency response and relief), international relations, diplomacy, political science, or some closely related field;
- A minimum of ten (10) years of progressively responsible experience (at least three of which at the directorship level) in humanitarian affairs (emergency preparedness, crisis/emergency relief management, and socio-economic development), international affairs, and diplomacy, or any closely related fields;
- Humanitarian field experience in emergencies is highly desirable;
- Fluency (speaking, reading, and writing) in at least two of the three official languages of the OIC. Arabic, English and French, with the submission of mastery documented evidence (proficiency certificate). Working knowledge of a third language is highly desirable;
- 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;


03. The deadline for sending nomination to OIC office in Jeddah is **30 November 2023**. Details of the vacancy are available in OIC website (oic-oci.org).

04. Interested officers of the Ministry, both at the headquarters and Bangladesh Missions abroad, may apply for the above post as instructed in the circular subjected to the permission from the Ministry.

  
22-11-2023  
(Surov Das Gupta Bijoy)  
Assistant Secretary (P&O)  
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**Distribution:**

1. All Officers, Ministry of Foreign Affairs, Dhaka.
2. All Officers, Bangladesh Missions abroad (except Honorary Consulate).
3. Assistant Secretary (ICT), Ministry of Foreign Affairs, Dhaka (with a request to upload at the Ministry's website and to disseminate the circular among the eligible candidates by email)
4. Office copy

  
22-11-2023  
(Surov Das Gupta Bijoy)  
Assistant Secretary (P&O)