

Government of the People's Republic of Bangladesh  
Ministry of Foreign Affairs  
Administration Wing  
Recruitment and Training Section  
Dhaka

No.19.00.0000.121.02.114.20(1013)/2010


Date: 14 December 2022

**Circular**

**Sub.: Circular for Director General of Science & Technology Department at the Ggeneral Secretariat of the Organization of Islamic Cooperation (OIC).**

Interested Director General and above Officers (BCS FA Cadre) are requested to submit their expression of interest by 25 December 2022. The information of vacancy announcement for Director General, Application Guideline and others information are available at the attached documents.

Enclosure: 04(Four) Pages.



14.12.2022

Md. Omar Faruk Akanda  
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**GENERAL SECRETARIAT OF THE  
ORGANIZATION OF ISLAMIC COOPERATION  
(OIC)**

**VACANCY ANNOUNCEMENT**

<b>JOB TITLE</b>	:	Director General
<b>AREA OF ACTIVITY</b>	:	Department of Science and Technology
<b>DUTY STATION</b>	:	Jeddah – Kingdom of Saudi Arabia
<b>CATEGORY/ GRADE</b>	:	Director General (DG)
<b>REMUNERATION</b>	:	Basic Salary US\$5500 in addition to other allowances and payments as stated in the OIC Personnel Regulations
<b>DEADLINE FOR APPLICATIONS</b>	:	25 December 2022

The Director General will lead the team of the Department of Science and Technology under the direct supervision of the Assistant Secretary General for Science and Technology. He will have the responsibility to pursue the mandate of advancing and promoting science, technology, innovation and higher education in the member states and implementing OIC strategies in the domains of science, technology, health and environment. In relation thereof, plan and foster cooperation and collaboration among member states and international partners.

**JOB DESCRIPTION:**

- a- To supervise the implementation of decisions and recommendations of the Islamic Summits, Council of Foreign Ministers and sectoral Ministerial Conferences pertaining to Science, Technology, Higher Education, Health Environment and Water.
- b- Develop guidelines, policies and plans for the implementation of OIC strategic documents in the aforementioned domains.
- c- Guide the team of the Department in the implementation of the various mandates defined by member states relevant to the Department's work.
- d- Conduct studies and propose ways and means of cooperation for the promotion and development of science in the member states.
- e- Prepare proposals to be brought up to CFM, OIC Summit or other bodies for consideration by member states in relation to the subject s in the purview of the Department of Science and Technology.

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- f- Foster and strengthen cooperation among member states and with international partners towards the achievement of the objectives defined by member states in various fields.
- g- Coordination of the work of various OIC subsidiary organs, specialized and affiliated institutions with activities in the domains of science and technology, higher education, health, environment, climate change and water with a view to ensuring harmony and synergies.
- h- Maintain up-to-date knowledge of events on international developments in general,
- i- Monitor and gather comprehensive information from all available sources including academic works, media and internet, on the developments with regard to the assigned area of responsibility and countries;
- j- Draft progress reports and prepares documents to be brought up to CFM, OIC Summit or other bodies in regard to proposals by Member States on science & technology related initiatives.
- k- Plan for and coordinate in the organization of ministerial meetings in the domains of science, technology, higher education, health, environment and water.
- l- Represent OIC in relevant meetings and conferences.
- m- Supervise and coach the work of subordinates in carrying out tasks and responsibilities.
- n- Participate in meetings to formulate strategies and coordinate efforts with other departments as and when required for the execution of action plans of the General Secretariat.
- o- Perform other duties as and when required by the Secretary General and Assistant Secretary Generals.

**COMPETENCIES:**

- 1- Leadership skills
- 2- Planning and organization skills
- 3- Communication skills
- 4- Dedication, efficiency and personal integrity
- 5- Sense of responsibility and commitment to the OIC and its goals and programs
- 6- Ability to implement work efficiently and effectively
- 7- Ability to integrate in international, multi-linguistic and multicultural environment
- 8- Capable of explaining complex concepts through written and verbal communication
- 9- Technology awareness
- 10- Ability to work under pressure
- 11- Good computer skills

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### **EDUCATION**

At least Masters Degree in natural sciences or degree in engineering or medical sciences, equivalent specialization in one of the fields related to the work of the Department, or practical knowledge of science diplomacy. Ph.D. degree will be added advantage.

### **WORK EXPERIENCE**

At least 18 years of progressively responsible experience gained preferably within the foreign services of the member states or at intergovernmental organizations.

### **LANGUAGES**

Professional fluency in (reading, writing and speaking) at least two of the working languages of the OIC, which are English, Arabic and French, and preferable three languages.

### **GENERAL REQUIREMENTS:**

- . To be a Muslim national of one of the OIC Member States.
- . To be below fifty-six years of age.
- . To be free of diseases and infirmities that may hinder the exercise of his/her duties
- . To be either nominated by his/her State or his State should have no objection to his appointment.
- . Date of birth and contact numbers are essential requirements to be available in the CV.

### **How to Apply**

Candidates need to write the job title they wish to apply for in the email's subject-line and attach an application letter along with their CVs to be addressed to: [vacancy@oic-oci.org](mailto:vacancy@oic-oci.org)

**APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

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سند استلام

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للاستفسار يرجى الاتصال على التلفون رقم: (+966) 12 651 5222 توصيلة 1906

For inquiries, please contact us on telephone number: (+966) 12 651 5222 Ext. 1906

or email: bo.cabinet@oic-oci.org