

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

No: 19.00.0000.121.02.123.20(1022)/1320

Date: 05 July 2022

Circular

Sub: Vacancy announcement for the post of Professional Officer in the General Secretariat of OIC in Jeddah, Kingdom of Saudi Arabia.

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

Job Title	Area of Activity	Duty Station	Category/Grade	Remuneration
Professional Officer	Economic Affairs Department at the OIC General Secretariat	OIC General Secretariat Jeddah, Kingdom of Saudi Arabia	Professional Category	Monthly Basic Salary: US\$ 2,800, in addition to other allowances and entitlements as stated in the OIC personnel Regulations (Or according to the professional experience of the candidate)

02. The Professional Officer shall perform his/her duties under the direct supervision of the Head of the Unit. The qualification and eligibility criteria for the post are as follows:

- Possess a good Bachelor degree in Economics, International Economics, Business Management, Studies in Financing, Trade, Investment and Development issues, or any related fields, (Master or higher Degree would be an added advantage);
- At least 5 years of progressive relevant experience, preferably within the foreign services of the Member States or at intergovernmental organizations;
- Professional fluency in (reading, writing and speaking) at least two of the working languages of the OIC (English, Arabic and French). Fair knowledge of the third language is an added advantage;
- To be a Muslim national of an OIC Member State;
- To be free of diseases and infirmities that may hinder the exercise of his/her duties; and
- To be below 56 years of age (preferably below 40 years).

03. The deadline for sending nomination to OIC office in Jeddah is 20 July 2022. A copy of the vacancy announcement is attached herewith.

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.

Amir 05.07.22
(M. Ariquzzaman Tiash)
Assistant Secretary (P&O)
Phone: 02223350908

Distribution:

1. Directors General (Admin), Ministry of Foreign Affairs, Dhaka.
2. All Directors/Senior Assistant Secretaries, Ministry of Foreign Affairs, Dhaka.
3. All Bangladesh Missions abroad (except Honorary Consulate).
4. 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).
5. Office copy

Amir 05.07.22
(M. Ariquzzaman Tiash)
Assistant Secretary (P&O)



VACANCY ANNOUNCEMENT

Economic Affairs Department

Deadline of Applications: 20 July 2022

Job Title	Professional Officer
Area of Activity	Economic Affairs Department at the OIC General Secretariat
Duty Station	Jeddah, Saudi Arabia
Category/ Grade	Professional Category (P)
Remuneration	Basic salary: <u>US\$ 2,800</u> , in addition to other allowances and entitlements as stated in the OIC Personnel Regulations (or according to the professional experience of the candidate)

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, Professional Officers 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 DESCRIPTION

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 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 and analyzing particularly in economic subjects;
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 good Bachelor degree in Economics, International Economics, Business Management,

Studies in Financing, Trade, Investment, and Development issues, or any related fields. (Master or higher Degree would be an 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.

LANGUAGES

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

GENERAL REQUIREMENTS

1. To be a Muslim national of an OIC Member State.
2. To be free of diseases and infirmities that may hinder the exercise of his/her duties.
3. To be below 56 years of age (preferably below 40 years).

GENERAL TERMS

1. Ensure that the CV includes fundamental personal information e.g. date of birth, country of residence, marital status, number of children, etc.
2. Only shortlisted candidates will be contacted by the General Secretariat.
3. To be either nominated by his/her State or his/her State should have no objection to his/her appointment and submit a letter of no objection issued by the competent authorities after final selection for the position.

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:

Email: vacancy@oic-oci.org

Applications received after the deadline will not be considered.