

Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
Recruitment & Training Section
Dhaka

No. 19.00.0000.121.02.010.20(909)/ 601

25 September 2024

Notice

Sub: Notification of Vacancy for the post of 'Director of Protocol and Public Relations Department' at the General Secretariat of the Organization of Islamic Cooperation (OIC).

The Organization of Islamic Cooperation (OIC) General Secretariat has issued a Notification of Vacancy for the post of 'Director of Protocol and Public Relations Department' from all OIC Member States. The important features of the post are given below:

Post Description:

- Category/Grade: D1 (Principal Category);
- Department/Office: Protocol and Public Relations;
- Duty Station: Jeddah- Kingdom of Saudi Arabia;
- Remuneration: Basic salary US \$4600 and other allowances and benefits stipulated in the OIC Personnel Regulations.

Education Requirement:

- Essential - University degree preferably in Public Relations/ Mass Communication, Business Administration, International Studies, or related subjects; Master's or Doctorate degree is preferred.

Work Experience:

- Essential - At least twelve (12) years of progressively experience in Protocol and Public Relations or any of the above mentioned study fields, gained preferably within the foreign services of the Member States or at intergovernmental organizations.

Languages:

- Essential - Fluency in three official languages of the OIC; i.e. Arabic, English and French, preferably, with the submission of an evidence (Proficiency Certificate) for the mastery of the three languages.

General Requirements:

- Essential - To be a Muslim national of an OIC Member State.
- To be below 56 (Fifty-Six) years of age.

02. The deadline for sending application is **20 October 2024** via an email to vacancy@oic-oci.org as instructed on the vacancy announcement (*enclosed*).

03. Interested officers of the Ministry, both at the headquarter and Bangladesh Missions abroad, may send their written Letter of Interest (LOI) to the following email address by **05 October 2024** to apply for the above post as instructed in the circular.

as.randt@mofa.gov.bd

Encl: A copy of vacancy announcement.

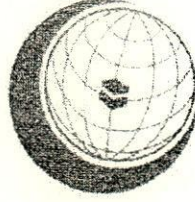

(Marjan Begum)
Senior Assistant Secretary (R&T)
☎: 02223350908
E-mail: as.randt@mofa.gov.bd

Distribution:

1. Directors (All), Ministry of Foreign Affairs, Dhaka.
2. Assistant High Commissioners/Counsellors (All), Bangladesh Missions Abroad (except Honorary Consulate).
3. Senior Assistant Secretary/Assistant Secretary (ICT), Ministry of Foreign Affairs, Dhaka (with a request to upload at the Ministry's website).
4. Office copy.

ORGANISATION OF ISLAMIC COOPERATION
GENERAL SECRETARIAT

ORGANISATION DE COOPERATION ISLAMIQUE
SECRETARIAT GÉNÉRAL



منظمة التعاون الإسلامي
الأمانة العامة

OIC/ADM-FN/04/2024 003099

Jeddah: 19 SEP 2024

The General Secretariat of the Organization of Islamic Cooperation (OIC) presents its compliments to all Member States and has the honor to inform that it is planning to fill a vacant position of Director of Protocol and Public Relations.

The General Secretariat has the honor to enclose herewith the vacancy announcement including the job description of the position, noting that the deadline of application for this position is **October 20, 2024**.

The General Secretariat of the OIC avails itself of this opportunity to renew to all Member States the assurance of its highest consideration. *ML*



To: All OIC Member States.

ORGANISATION OF ISLAMIC COOPERATION
GENERAL SECRETARIAT

ORGANISATION DE COOPERATION ISLAMIQUE
SECRETARIAT GÉNÉRAL



منظمة التعاون الإسلامي
الأمانة العامة

VACANCY ANNOUNCEMENT
ORGANIZATION OF ISLAMIC COOPERATION (OIC)

General Secretariat (Jeddah - Saudi Arabia)

JOB TITLE	Director of Department
DEPARTMENT/OFFICE	Protocol and Public Relations
DUTY STATION	Jeddah- Kingdom of Saudi Arabia
CATEGORY/ GRADE	D1 (Principal Category)
REMUNERATION	Basic Salary US\$ 4600 and other allowances and benefits stipulated in the OIC Personnel Regulations.
DEADLINE FOR APPLICATIONS	October 20, 2024

The Director of the Protocol and Public Relations Department leads the team responsible in dealing with protocol matters, handling of contacts and matters concerning privileges, immunities and public relations of the OIC.

JOB RESPONSIBILITIES

- Supervise protocol issues related to the Secretary General;
- Arrange appointments of the Secretary General, whether at the General Secretariat or during his travels;
- Organize and participates in travel programs and provide advice to the Secretary General on protocol matters during his travels;
- Attend to protocol matters and handle contacts concerning privileges and immunities of the OIC by establishing contacts with the host country in accordance to the agreement on privileges and immunities;
- Liaise with external parties (e.g. Foreign Ministries, Embassies and Consulates in Member States) on procedural authorization and statutory compliance;

Handwritten signature or mark.

- Coordinate efforts with Member and non-Member States to facilitate the travel of OIC officials for conferences, meetings and official visits;
- Supervise and coach the work of subordinates in carrying out tasks and responsibilities;
- Receive guests of the OIC representing Member or non-Member States;
- Preparing reports, when requested, regarding any meeting or visit;
- Manage speakers list and other related issues during the OIC conferences whether summit CFM or sectorial Ministerial meetings;
- Any other assignments as requested by the Secretary General.

COMPETENCIES & SKILLS

- Leadership, planning and organizing skills;
- Good communication skills with people from different cultures and attitudes;
- Dedication, efficiency, professional and personal integrity;
- Sense of responsibility and commitment to the OIC and its goals and programs;
- Ability to implement work efficiently and effectively, to travel at any time to any city at the host country or other countries to accomplish any requested mission and to work under pressure;
- Ability to integrate in international, multi-linguistic and multicultural environment;
- Good reporting skills, note taking and fast typing skills.
- Skillful use and operation of software, including Microsoft Windows, Office, and word processing applications.
- Knowledge of the internet and internet search tools, terminology, and lexical compilation, language databases and electronic dictionaries.
- Proficient knowledge of Information and Communication Technologies (ICT): skilled use and knowledge of conference interpreting equipment, computers, and modern office machines, etc.

EDUCATION

University degree preferably in public Relations / Mass communication, Business Administration, International Studies, or related subjects; Master's or doctorate degree is preferred.

WORK EXPERIENCE

At least 12 years of progressively responsible experience in Protocol and Public Relations or any of the above mentioned study fields, gained preferably within the foreign services of the Member States or at intergovernmental organizations.

LANGUAGES

Fluent, in the three official languages of the OIC; Arabic, English and French, preferably with the submission of an evidence (proficiency Certificate) for the mastery of the three languages.

GENERAL REQUIREMENTS

- To be a Muslim national of an OIC Member State;
- To be below fifty-six years of age;
- To be free of diseases and infirmities that may hinder the exercise of duties;
- To be either nominated by his/her State, or the State should have no objection to the appointment of the candidate, and submit a letter of no objection issued by the competent governmental authority as shall be requested upon the final selection of the candidate to fill the position;

GENERAL CONDITIONS

- The CV should include the candidate's birth date, country of residence, marital status and number of children;
- Only short-listed candidates will be contacted;
- Applications received after the deadline shall not be admissible;

HOW TO APPLY

- Write the job title you apply for in the email subject and attach an application letter along with the CV and send to vacancy@oic-oci.org

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