

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)/643

Date: 16 October 2024

Notice

Sub: Notification of Vacancy for the post of 'Director of Humanitarian Affairs' in the Department of Humanitarian Affairs 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 Humanitarian Affairs' in the Department of Humanitarian Affairs from all OIC Member States. The important features of the post are given below:

Post Description:

- Category/Grade: D1 (Principal Category);
- Department/Office: Humanitarian Affairs;
- 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 - 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, social science, or some closed related field.

Work Experience:

- Essential - Minimum ten (10) years of progressively experience (at least three of which at the directorship level).
- Humanitarian filed experience in emergencies is highly desirable.

Languages:

- Essential - Fluency 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.

General Requirements:

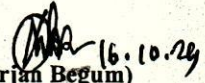
- Essential - To be a Muslim national of an OIC Member State.
- A letter of no objection issued by the competent governmental authority upon the final selection.
- To be below 56 (Fifty-Six) years of age.

02. The deadline for sending application is **30 October 2024** via an email to vacancy@oic-oci.org with the resume 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 **22 October 2024** to apply for the above post as stated 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-11/2024 1003196

Jeddah: 01 OCT 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 the vacant position of Director of Humanitarian Affairs in the Department of Humanitarian, Cultural and Social Affairs.

The General Secretariat has the honor to enclose herewith the vacancy announcement, job description and position, noting that the deadline of application for this position is 30 October 2024.

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

To: All OIC Member States.



P.O. Box 178, Jeddah 21411, Kingdom of Saudi Arabia - Tel.: +966 12 638 5777 - Fax: +966 12 638 5700 *for*

www.oic-oci.org

| bo.cabinet@oic-oci.org *P*



VACANCY ANNOUNCEMENT
ORGANIZATION OF ISLAMIC COOPERATION (OIC)

General Secretariat (Jeddah - Saudi Arabia)

Job Title	Director (Humanitarian Affairs)
Department /Office	OIC Department of Humanitarian Affairs
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 Application	October 30, 2024

The Department of Humanitarian Affairs Director reports to the Assistant Secretary-General for Humanitarian, Cultural and Social Affairs.

Job Responsibilities

- As part of his delegated authority, the Director (Humanitarian Affairs) shall:
- Lead the design, development, and delivery of the OIC portfolio of humanitarian response programs/projects as stipulated by the OIC Summit and Council of Foreign Ministers.
 - Forge and enhance, under the stewardship of the Assistant Secretary-General for Humanitarian, Cultural, and Social Affairs, new partnerships with international and regional humanitarian agencies to plan, formulate, and implement joint and multi-stakeholder humanitarian and emergency assistance programs.
 - Draft write-ups of the OIC Secretary General's reports and resolution drafts on humanitarian affairs for submission to the Council of Foreign Ministers and Summits sessions.
 - Adequately represent the OIC General Secretariat in regional and international conferences and forums on pertinent humanitarian issues.
 - Develop humanitarian assessment and situation reports.
 - Lead the coordination of disaster response/preparedness and the formulation of humanitarian project proposals.
 - Manage, oversee, and provide support on an as-needed basis to a team of professional officers from a multicultural background working in the Department of Humanitarian Affairs.
 - Strengthen OIC humanitarian advocacy, representation, and policy engagement.

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Competencies and Skills

- Demonstrate well-established expertise and mastery of work requirements in a multicultural and intergovernmental environment.
- Significant experience in humanitarian and relief operations at policy-making and field levels.
- Good sense of initiative with the ability to develop, design, and implement projects, under the direction of the Assistant Secretary-General for Humanitarian, Cultural, and Social Affairs, within the mandate entrusted by the OIC Summit and Council of Foreign Ministers.
- Excellent communication skills.
- Sense of responsibility and commitment to the OIC and its goals and programs.
- Work collaboratively with colleagues at the Department of Humanitarian Affairs and across other departments at the General Secretariat to achieve the OIC objectives.

Education

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, social science, or some closely related field.

Work Experience

- Candidates must have 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.

Languages

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.

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 their duties.
- To be either nominated by their State or the State should have no objection to the candidate's appointment. A letter of no objection issued by the competent governmental authority shall be requested upon the final selection of the candidate to fill the position.
- 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

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P.O. Box 178, Jeddah 21411, Kingdom of Saudi Arabia - Tel.: +966 12 638 5777 - Fax: +966 12 638 5700 ²

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