

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)/ **347**

12 May 2026

Vacancy Notice

Sub: Vacancy Announcement for the Post of Director-General in the Regional Office of the Organization of Islamic Cooperation in Somalia.

The General Secretariat of OIC in Jeddah is looking for suitable candidates for the post of Director-General in the Regional Office of the Organization of Islamic Cooperation in Somalia with the following requirements:

Job Title	Director-General
Area of Activity	OIC Regional Mission in Somalia
Duty Station	Mogadishu
Category/Grade	DG (Principal Category)
Remuneration	Basic salary US\$5500 in addition to other allowances and payments as stated in the OIC Personnel Regulations
Education Requirements	Master's degree in political science, international relations and diplomacy, development studies, international economics, international law or related fields. Ph.D. degree will be an added advantage.
Work Experience	A minimum of 15 years of experience is required, including 05 years as a Director-General or Director in a regional or international organization, or in a comparable role.

02. The deadline for sending the application is **05 June 2026**. A copy of the vacancy announcement is attached herewith.

03. Interested officers at the rank of Director General and above/Director, both at the Ministry and Bangladesh Missions abroad, may express their interest for the above post as instructed in the circular by **20 May 2026** at the following emails subjected for the selection from the Ministry:

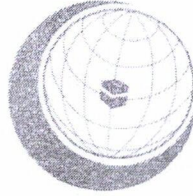
dgadmn@mofa.gov.bd
dirpno@mofa.gov.bd
Cc: as.randt@mofa.gov.bd

Encl: As stated.

Tahsina Afrin
(Tahsina Afrin Sharmin)
Director (P&O)
☎: 02223356671
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Distribution:

1. Director General and above/Director (all), Ministry of Foreign Affairs, Dhaka.
2. All Bangladesh Missions abroad (except Honorary Consulate).
3. Office copy.



VACANCY ANNOUNCEMENT

ORGANIZATION OF ISLAMIC COOPERATION (OIC)

General Secretariat (Jeddah - Saudi Arabia)

Job Title	Director-General
Area of Activity	OIC Regional Mission in Somalia
Duty Station	Mogadishu
Category/Grade	DG (Principal Category)
Remuneration	Basic Salary US\$ 5500 in addition to other allowances and payments as stated in the OIC Personnel Regulations
Deadline	05 June 2026

POSITION SUMMARY

The Director-General of the OIC Regional Mission in Somalia reports to the Assistant Secretary-General for Humanitarian, Cultural, and Social Affairs of the OIC. He/She is based in Mogadishu and covers humanitarian activities and regional issues in Somalia.

JOB RESPONSIBILITIES

The Director-General shall:

1. Ensure the representation, the coordination and the implementation of the OIC's missions in the humanitarian, social and development areas in Somalia;
2. Promote the cooperation between the OIC and the Government of Somalia, and coordinate with the relevant Somali entities to develop joint effective response activities to the humanitarian crises occurring in the country;
3. Promote Islamic solidarity and joint Islamic humanitarian action in Somalia;
4. Prepare and submit reports to the General Secretariat on the various activities carried out by the relevant entities;

5. Design strategies, plans of action and work plans aimed at enhancing the humanitarian and developmental work of the OIC in Somalia with the view to help mitigate and address the adverse impact of the natural disasters, conflicts and insecurity on the populations and their livelihoods;
6. Conduct regular assessments of the humanitarian situation on the ground and report to the General Secretariat the findings of the assessments and the state of needs of refugees, displaced persons and vulnerable people;
7. Supervise the implementation of humanitarian projects financed and supported by the OIC and its donor Member States and Institutions;
8. Uphold existing partnerships and build new cooperation with international humanitarian and development Agencies operating in Somalia and the region to strengthen humanitarian assistance to Somali people in need;
9. Mobilize the financial and development Institutions to fund humanitarian and development projects on the ground and promote the Islamic finance mechanisms in Somalia as efficient tools for funding humanitarian assistance;
10. Explore ways and means to support the Somali governments' policies meant to empower women, youths and vulnerable people and to alleviate the suffering of populations facing extreme poverty or affected by humanitarian crises;
11. Lead the coordination of disaster response/preparedness and the formulation of humanitarian project proposals;
12. Engage with and provide support to initiatives from NGOs and local communities aimed at building resilience;
13. Strengthen OIC humanitarian advocacy, representation, and policy engagement across Somalia and the region;
14. Ensure the administrative management of the Regional Mission.

COMPETENCIES AND SKILLS

1. Ability to successfully represent the OIC.
2. Dedication, efficiency, professional and personal integrity and sense of responsibility.
3. Significant experience in the field of humanitarian and relief operations, both at policy-making and field levels;
4. 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;
5. Demonstrated ability to complete in-depth studies and research conclusions.
6. Analytical skills, good planning and organizational skills.
7. Strong writing ability (reports, concept notes, administrative and diplomatic notes) and excellent oral communication.
8. Team spirit.
9. Computer skills.

EDUCATION

Master's degree in political science, international relations and diplomacy, developmental studies, international economics, international law or related fields. Ph.D. degree will be an added advantage.

WORK EXPERIENCE

A minimum of 15 years of experience is required, including 5 years as a Director-General or Director in a regional or international organization, or in a comparable role.

LANGUAGES

Proficiency in at least two of the OIC's official languages (Arabic, English, and French).

GENERAL REQUIREMENTS

1. To be a Muslim national of one of the OIC Member States.
2. To be free of diseases and infirmities that may hinder the exercise of his/her duties.
3. To be either nominated by his/her State, or the State should have no objection to the 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.
4. Shall be under the age of 56.

GENERAL CONDITIONS

1. 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.
2. Only short-listed candidates will be contacted.
3. Applications received after the deadline or having incomplete information shall not be considered.

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: vacancy@oic-oci.org