



**GENERAL SECRETARIAT OF THE
ORGANIZATION OF ISLAMIC COOPERATION
(OIC)**

VACANCY ANNOUNCEMENT

DEADLINE FOR APPLICATIONS: 15 June 2019

JOB TITLE :	Professional Officer
AREA OF ACTIVITY :	Dialogue and Outreach Department
DUTY STATION :	General Secretariat, Jeddah- Kingdom of Saudi Arabia
CATEGORY/ GRADE :	Professional Category (P1)
REMUNERATION	Basic salary US\$2800 at least in addition to other allowances and payments as stated in the OIC Personnel Regulations

1. Professional for helping the file of Dialogue (Interreligious, Intercultural, and Inter-civilization) and Islamophobia

Job Description

- Produce concept and draft for activities and projects related to interreligious, intercultural, and inter-civilization dialogues.
- Coordinate with international partners on OIC joint projects on dialogue.
- Help on the day-to-day 'overall functioning' of the Islamophobia Observatory
- Make daily update on the Islamophobia section at the OIC website.
- Going through online news on Islamophobia; making selection and categorization of relevant news; producing daily assessment on Islamophobia to be used as materials for producing analysis, talking points, draft speech, articles, and policy recommendations.
- Assist the Islamophobia Observatory to prepare its monthly report on Islamophobia to be published at the official website of the OIC.
- Produce Briefing Materials on Islamophobia for the consumptions of the IPHRC Sessions and any other working group meetings.
- Produce articles and analysis for the Annual Report of the OIC Islamophobia Observatory for its submission to the CFM.

- Review and scrutinize progress reports on department's relevant portfolios for Ministerial meetings, Council of Foreign Ministers (CFM), OIC Summit, and other conferences.
- Participate at department's meetings and coordinates with other departments.
- Prepare materials/points of intervention for department's meeting with counterparts.
- Produce various documents such as minutes, reports, draft resolutions, etc.
- Discharge any other work assignments as requested by the Director of the Department.

Competence & Skill

- Ability to produce qualified reports and articles in English (obligatory)
- Having an excellent writing skills
- Skills in conducting research, monitoring, and reporting activities
- Ability to work with a diversity team with high spirit and establishing effective work relationship and cooperation with other staff members in the department.
- Having analytical and organizational skills.
- Ready to travel at any time to participate in official missions.
- Ability to integrate with international, multi-lingual and multicultural environment.
- Computer literate.

Education

Having minimum a Master Degree in Political Science, International Relations, International Law, Social Studies, Peace Studies, Developmental studies, International Economics. Having a PhD Degree will be an added advantage.

Work Experience

Having a minimum of 8 years of experience, particularly in the area of research, academia and publishing, gained preferably from international organization, governments, academic institutions, or in related professions.

Language

Excellent mastering in (reading, writing and speaking) at least two of the working languages of the OIC, which are English, Arabic and French; and preferably the three languages.

General Requirement

- To be a Muslim national of an OIC Member State.

- To be below 50 years of age.
- To be free of diseases and infirmities that may hinder the exercise of his/her duties
- To be nominated by his/her country or his/her country should provide no objection letter for the appointment.

HOW TO APPLY:

Write the job title you apply for on the email subject with application letter along with the CV, and send to:

vacancy@oic-oci.org

Applications received after the deadline will not be accepted.

Only short-listed candidates will be contacted.