

Statistical, Economic and Social Research and Training Centre for Islamic Countries
Deadline for submitting applications: 31/05/2019

Job Title	Assistant Director General
Area of Activity	Statistical, Economic and Social Research and Training Centre for Islamic Countries
Duty Station	SESRIC, Ankara, Republic of Turkey
Category/Grade	Assistant Director General (D-1)
Remuneration	Basic salary of US\$ 4600, in addition to other allowances and payments as stated in the OIC Personnel Regulations

The Assistant Director General shall be responsible for assisting the Director General in the overall and day-to-day coordination of the operations of the Centre towards realization of its mandates, objectives and fulfilment of its tasks. The Assistant Director General shall exercise his functions and responsibilities under the direct supervision of the SESRIC Director General.

Job Description:

- Performing other functions as mandated by the Director General of SESRIC and as required by the interest of work.
- Performing the functions of the Director General and acting as his deputy in his absence.
- Work for the implementation of the SESRIC's work programme.
- Preparation of draft working papers and recommendations to be submitted to the various organs of the Organization of Islamic Cooperation (various OIC Ministerial Conferences, the Council of Foreign Ministers, Islamic Commission for Economic, Social and Cultural Affairs, and the COMCEC);
- Drafting of agreements and memoranda of understanding and follow-up of the implementation of agreements and MoUs signed by the SESRIC, in coordination with the Director General of SESRIC;
- Contribute to establishment and sustainability of strategic relationships with key external stakeholders
- Track ensuring of the quality, efficiency and accuracy of whole operations of SESRIC
- Ensure adherence to all legal instruments required for SESRIC's operation
- Perform other duties as assigned by the DG
- Competencies & Skills
- Knowledge of, and commitment to, the SESRIC & OIC mandate, vision, strategic directions and priorities
- Leadership capacities, a sense of objectivity and neutrality, strong analytical skills and intellectual capabilities, professional integrity and diplomacy
- Ability to interact and work within a multi-cultural team with a high spirit and to establish effective working and cooperative relations with colleagues.

- Sound knowledge of general management practices, including results-based management and budgeting principles, governance and accountability.
- Sense of responsibility and dedication to achieve the objectives of SESRIC and implement its programmes.
- Leadership skills and ability to manage personnel members and encourage them to achieve the Centre's objectives.
- Ability to listen, consult and share information, ideas, and negotiation skills.
- Planning and organization skills, especially the methodical planning of the work course to be pursued to achieve specific objectives.
- Flexibility and ability to focus on priorities anticipate problems and develop appropriate plans to overcome them.
- Excellent computer skills.

Education:

At least a Master's degree in global development economy and finance studies, business administration, international relations or multilateral diplomacy.

Work Experience:

At least 12 years of progressive professional experience and knowledge in international inter-governmental organization or regional organization, preferably in the fields of the mandates of the SESRIC.

Languages:

Proficiency in at least two of the three official languages of the OIC (Arabic, English, French) (written and spoken).

General Requirements:

- To be a Muslim national of one of the OIC Member States;
- To be less than 56 years of age.
- To be free of any diseases and infirmities that might impede the completion of duties.
- To submit a non-objection letter, if nominated by his/her country.

General Terms:

- Make sure that basic personal information are provided, such as the date of birth, country of residence, marital status, number of children, etc.
- Only short-listed candidates will be contacted.
- Applications received after the deadline WILL NOT be considered.

How to Apply

Write the job title you apply for on the email subject with the CV, and send to: Email: hr@sesric.org