



OIC/ADM-FN/(04)/2020 004186

Jeddah: 10 DEC 2020

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 intends to fill the post of Director General of the Research Center for Islamic History, Art and Culture (IRCICA).

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 24 January 2021.

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



To: All Member States of the Organization of Islamic Cooperation (OIC)



VACANCY ANNOUNCEMENT

Research Center for Islamic History, Art and Culture

Deadline of Applications: **24 January 2021**

| | |
|-------------------------|---|
| Job Title | Director General of the Research Center for Islamic History, Art and Culture (IRCICA) |
| Area of Activity | Research Center for Islamic History, Art and Culture (IRCICA) |
| Duty Station | Istanbul, Turkey |
| Category/ Grade | Principal Category (DG) |
| Remuneration | Basic salary <u>US\$ 5,500</u> in addition to other allowances and payments as stated in the OIC Personnel Regulations (or according to the professional experience of the candidate) |

The Director General will be under the supervision of Secretary General in coordination with the Governing Board.

JOB DESCRIPTION

1. To strengthen historical links among Islamic countries and their people.
2. To facilitate research and studies on various aspects of Islamic Civilization.
3. To promote a better understanding of Islamic Civilization within the world opinion and enhance public awareness of the achievements of Islamic Civilization.
4. To supervise and lead the organization of conferences, symposia, exhibitions and other cultural functions to display the organization's projects.
5. To address and monitor the cultural needs of Muslim communities living in Non-Member States.
6. To ensure the maintenance and documentation of any historical Islamic assets is done in a proper manner.
7. To guarantee ease of operation of the reference library, archives and documentation facilities that serve the needs of any researchers, students or Member States.
8. To facilitate the training of all the staff under his/her supervision.
9. To organize visits to universities or institutions to congratulate graduates in the fields of Islamic culture and civilization.

10. To advise Member States and the Secretary General on all matters connected with Islamic civilization.
11. To carry out the studies and projects required by the Islamic Conference of Foreign Ministers and the Secretary General.
12. To draft reports on the budget and other subjects to be sent directly to the Secretary General.
13. Represent the Center when buying and moving objects with the goal of furthering the objectives of the Center.
14. Promote positive relations between the Center and other related institutions in the Member States.
15. Hire staff in line with the regulations of the Personnel Statute and the pre-allocated budget of the Center.

COMPETENCIES AND SKILLS

1. Dedication, efficiency, professional and personal integrity and sense of responsibility.
2. Ability to integrate in an international, multi-linguistic and multicultural environment.
3. Ability for research and analysis.
4. Ability to interact and function with a team spirit by establishing and maintaining effective working relationships and cooperation with colleagues.
5. Strong reporting, drafting ability and ability to write in a clear and concise manner and to communicate orally in an articulate manner.
6. Readiness to travel at any time to accomplish any requested mission.
7. Strong desire and commitment to pursue a professional career at the OIC General Secretariat and personal / professional commitment to the mission and vision of the Center.
8. Ability to work in an organized and methodical way.
9. Ability to work under pressure.
10. Good computer skills.

EDUCATION

University degree in Cultural Studies, comparative Cultural Studies, International Relations and Political Science, or a higher degree with relevant experience.

WORK EXPERIENCE

16 years of progressive experience in relevant positions gained at an international or inter-governmental Organization (16 years for BA, 12 years for MA and 8 years for PhD. holders).

LANGUAGES

Professional fluency in (reading, writing and speaking) in at least two of the working languages of the OIC (English, Arabic and French). Fair knowledge of the third language is preferable.

GENERAL REQUIREMENTS

1. To be a Muslim national of an OIC Member State.
2. To be free of diseases and infirmities that may hinder the exercise of his/her duties.
3. To be below 56 years of age.

GENERAL TERMS

1. Ensure that the CV includes fundamental personal information e.g. date of birth, country of residence, marital status, number of children, etc.
2. Only shortlisted candidates will be contacted by the General Secretariat.
3. To be either nominated by his/her State or his/her State should have no objection to his/her appointment and submit a letter of no objection issued by the competent authorities after final selection for the position.

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:

Email: vacancy@oic-oci.org

Applications received after the deadline will not be accepted.





سند استلام

Receipt Voucher

نأمل تأكيد الاستلام، وإعادة المستند بعد توقيعه على الفاكس التالي:

Kindly acknowledge receipt, and return the document duly signed to the following Fax:
(+966 12 653 1459)

| | | | | | |
|--------------------|--|---------------------|--|--------------------|---|
| للمرة الثالثة | | للمرة الثانية | | للمرة الأولى | √ |
| For the third time | | For the second time | | For the first time | |

| عدد الصفحات بما فيها هذه الصفحة Page(s) No. including this page | التاريخ - Date | رقم المذكرة - Note No |
|--|----------------|-----------------------|
| 05 | 10/12/2020 | 04186 |
| | | |
| | | |

The receiving end:الجهة المستلمة:

Received by::المستلم:

Signature::التوقيع:

Date::التاريخ:

Time::الوقت:

للاستفسار يرجى الاتصال على التلفون رقم: (+966) 12 651 5222 توصيلة 1906

For inquiries, please contact us on telephone number: (+966) 12 651 5222 Ext. 1906

or email: bo.cabinet@oic-oci.org