



مُنَظَّمَةُ الْعَالَمِ الْإِسْلَامِيِّ لِلْعِلْمِ وَالْزِّيَادَةِ وَالْجَاهِ وَالْقِيَادَةِ
ISLAMIC WORLD EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION
ORGANISATION DU MONDE ISLAMIQUE POUR L'ÉDUCATION, LES SCIENCES ET LA CULTURE

Recruitment Announcement

The Islamic World Educational, Scientific and Cultural Organization
(ICESCO)

will start receiving applications for the post:

**“Assistant Director of the General Secretariat of the
Federation of the Universities of the Islamic World (FUIW)”**

Post No : P010

Announcement Ref. : FUMI_002_21

Work location: Islamic World Educational,
Scientific and Cultural Organization (ICESCO),
Rabat - Kingdom of Morocco.

Type of contract : Fixed-term

Duration of contract : One (01) renewable year

Date of announcement : 29 January 2021

Nomination submission deadline: 28 February
2021 at 00:00 Morocco Time.

Email :
icescoemployment@icesco.org

I. Federation of the Universities of the Islamic World (FUIW):

- The FUIW is an affiliated body of the Islamic Educational, Scientific and Cultural Organization (ICESCO), specialized in promoting higher education institutions and boosting cooperation, coordination and partnership between member universities.

II. Post objective

- Drawing the general management policy, giving effect to the role of higher education institutions of the FUIW, and promoting cooperation, coordination and partnership between Member Universities.

III. Functions

The Assistant Director shall report directly to the Director of the FUIW's General Secretariat and fulfill the following tasks:

- Assisting the Director in preparing for the General Conference and the Executive Council;
- Contributing to the development of the FUIW's draft plan and budget as well as the annual academic, financial and administrative reports to be submitted to the Executive Council and General Conference;
- Following up to the implementation of the Federation's activities and the resolutions of the General Conference and decisions of the Executive Council;
- Cooperating and coordinating with parallel bodies and institutions to publicize the Federation;

IV. Qualifications and requirements

Academic qualifications:

The candidate should have:

- PhD degree;
- An academic (Higher education professor, D/lecturer) in the specialty that is compatible with the post's functions and duties, or any equivalent rank;
- Research works and scientific publications in his discipline.

Professional experience:

The candidate should have:

- Previously served in an academic position (at least dean of a faculty) with academic achievements;
- Teaching or management experience of no less than 10 years;
- Preferably professional experience of no less than 03 years in international organizations;

- Experience in organizing major international conferences and fora.

Languages:

- Good command of at least two of ICESCO's working languages (Arabic, English and French).

Skills and competencies:

The candidate should have:

- Personal skills (creative skills and analytical and critical thinking);
- Technological and communication skills;
- Leadership and administrative skills;

V. Salary, allowances and benefits

- The Assistant Director shall be entitled to the allowances and benefits provided for in ICESCO Personnel Regulations.
- The processing of applications shall be subject to the abovementioned criteria and may include tests or evaluations in addition to a job interview.
- In the evaluation process, ICESCO uses communication technologies.

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