



مُنَظَّمَةُ الْعَالَمِ الْإِسْلَامِيِّ لِلتَّحْقِيقِ وَالْعِلْمِ وَالْفَنِّ وَالْثَّقَافَةِ
ISLAMIC WORLD EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION
ORGANISATION DU MONDE ISLAMIQUE POUR L'ÉDUCATION, LES SCIENCES ET LA CULTURE

Job vacancy

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

will start receiving applications for the post:

Assistant Director-General

Post No : P008

Announcement Ref. : DG_001_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

Recruitment open for : External candidates

I. Post objective

- The Assistant Director-General reports directly to the Director-General of the Organization and is in charge of supervising ICESCO's programme sectors.

II. Functions

- Supervising the preparation of the annual action plans and development programmes of the Sectors under his/her supervision, and following up their implementation after their approval;
- Ensuring the administrative and technical supervision of the Sectors under his supervision and coordinating them in such a way as to ensure complementarity between their activities;
- Suggesting the Sectors's general policies and overseeing their implementation after their approval;
- Supervising the examination of plans and programmes submitted by the Sectors he/she supervises and approving them pursuant to the powers conferred to him/her;
- Supervising the examination of difficulties and challenges facing the good workflow and finding the adequate solutions thereto;
- Representing the Director-General in missions inside and outside the seat country.
- Any other functions he/she can be tasked with by ICESCO Director-General as part of the post duties;

III. Required qualifications

Academic qualifications:

The candidate should have:

- A PhD degree in one of ICESCO's fields of competence;
- An academic rank (Higher education professor, Professor Doctor) in a discipline that is compatible with the functions and duties of the post; or any equivalent rank;
- Authored research works and scientific publications in his field of specialization.

Professional experience:

The candidate should have:

- Held a senior office in his country (Minister, deputy minister, university president);
- Long professional experience and leadership skills in an international or regional organization;
- Management experience of no less than 15 years;
- The ability to manage change inside international or regional organizations;
- The ability to manage and motivate directors and work with the team spirit;
- International negotiation and communication capabilities;
- Effective expertise in mobilizing financial resources;
- Experience in organizing major international conferences and fora;
- Experience in networking and building international relationships.

Languages:

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

Personal skills:

The candidate should have:

- Personal skills (Creative skills, analytic and critical thinking, decision-making, communication with others, accepting the other)
- Technological skills and mastery of communication techniques;
- Leadership and administrative skills;
- Expertise in fund-raising for big projects.

IV. Salary, allowances and benefits

- The Assistant Director-General shall be entitled to the allowances and benefits set forth in ICESCO's 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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