



مُنَظَّمَةُ الْعَالَمِ الْإِسْلَامِيِّ لِلْعِلْمِ وَالْزِّيَادَةِ وَالْعِلْمِ وَالْقِيَادَةِ
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:

“Director of the General Secretariat of the Federation of the Universities of the Islamic World”

Post No : P009

Announcement Ref. : FUMI_001_21

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

Type of contract : Fixed-term

Recruitment open for : External candidates

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

- The Federation of the Universities of the Islamic World is a body that is affiliated to the Islamic World Educational, Scientific and Cultural Organization (ICESCO) and specialized in developing higher education institutions and promoting cooperation, coordination and partnership between member universities.

II. Post objective

- Supervising the development of the FUIW's higher education institutions, promoting cooperation and coordination, and strengthening partnership between member universities, orient their future policies and redressing their strategic plans.

III. Functions

The Director of the General Secretariat of the Federation of the Universities of the Islamic World reports to the Secretary General of the Federation. He/She is tasked with the following functions:

- Supervising the preparation of the documents of the meetings of the General Conference and Executive Council and arranging for such meetings;
- Supervising the preparation of the FUIW's draft action plan, budget and annual academic, financial and administrative reports and their submission to the Executive Council and General Conference;
- Overseeing the implementation of the FUIW's activities and following up to the implementation of the resolutions of its General Conference and decisions of its Executive Council;
- Ensuring cooperation and coordination with parallel institutions and bodies to publicize the Federation;

IV. Required qualifications

Academic qualifications:

The candidate should have:

- A PhD degree;
- 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 (Minister of higher education, deputy minister, university president);
- Previously managed a university or research institution;
- Teaching or management experience of no less than 15 years;

- Worked in international organizations for no less than 3 years;
- 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 at least two of ICESCO's working languages (Arabic, English and French).

Skills and competencies:

The candidate should have:

- Personal skills (communication, collective work, organization, problem-solving, critical thinking);
- Computer and technological skills;
- High leadership and administrative skills;
- Expertise in fund-raising for big projects.

V. Salary, allowances and benefits

- The Director of the FUIW's General Secretariat 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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