



مُنْظَمَةُ الْعَالَمِ الْإِسْلَامِيِّ لِلتَّرْبِيَةِ وَالْعِلْمِ وَالرَّقْمَانِيَّةِ
ISLAMIC WORLD EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION
ORGANISATION DU MONDE ISLAMIQUE POUR L'ÉDUCATION, LES SCIENCES ET LA CULTURE

Vacancy Announcement

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

will start receiving applications for the post:

Post : Supervisor of the Department of Information Technology

Position number: P007

Announcement reference: DIT_001_20

Location : Islamic World Educational, Scientific and Cultural Organization (ICESCO), Rabat, Kingdom of Morocco

Type of contract: Fixed-term

Duration of contract: twelve months (renewable)

Recruitment open for: external candidates

Deadline: 30/10/2020

E-mail address: icescoemployment@icesco.org

I. Objective

- Providing ICESOC's technical needs through the development of working mechanisms on smart electronic solutions and applications, and supporting systems in such a way as to achieve the objectives of the Organization and ensure the continuous improvement of the various sectors' working mechanisms.

II. Tasks

- Developing smart systems and applications in such a way as to achieve the objectives of the sectors and administrative units concerned;
- Supervising the collection, classification and update of the necessary data and information, and developing archives and ensuring data recovery;
- Developing the performance and size of databases and developing strategies to plan the requirements of future expansions and internal and external networks;
- Connecting ICESCO's administrative units through an advanced information network, facilitating all the difficulties facing the flow and processing of information, and modernizing security standards to protect databases consistently with the international standards;
- Periodically developing, updating and maintaining ICESCO's website in coordination with the administrative units concerned;
- Developing mechanisms to enhance SEO and ADI so as to improve users' visit to the website through a dynamic content which responds to users' needs and the demographic particularities;
- Solving the daily technical problems facing ICESCO's staff;
- Contributing to the preparation of the specifications manual relevant to maintenance projects and work of the Department of Information Technology
- Any other tasks assigned within the framework of the post.

III. Qualifications and requirements

Academic qualifications:

The candidate should:

- Have an MA degree or PhD degree in a speciality that is compatible with the post's tasks and duties;
- Have training certificates on the state-of-the-art information technology.

Professional experience

- At least one (1) year of experience in the field of international cooperation and eight (8) years of experience in a position of responsibility in the field of information technology and digital transfer as well as experience in cloud computing;
- Good knowledge of data protection and legal legislations.

IV. Languages

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

V. Skills and competencies

- Good communication and interpersonal relationships skills;
- Excellent projects management skills;
- Experience in team management, including skills development and motivation.

VI. Salary, allowances and benefits

- The Supervisor 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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