



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.

Islamic World Educational, Scientific
and Cultural Organization (ICESCO)
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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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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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Recruitment Announcement

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

will start receiving applications for the post:

**“Programme Specialist/Expert at the General Secretariat of the
Federation of the Universities of the Islamic World (FUIW)”**

Post No : P011

Announcement Ref. : FUMI_003_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. Federation of the Universities of the Islamic World (FUIW):

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

II. Post objective

- Implementing programmes likely to upgrade the higher education system through the promotion of scientific research and the quality of higher education.

III. Functions

- Follow-up to the academic projects supervised by the FUIW;
- Overseeing the implementation of the FUIW's activities (including training sessions, workshops and international forums and meetings);
- Conducting relevant research works and studies to promote the role of the FUIW;
- Any other tasks assigned by the Director of the General Secretariat or the Secretary General as part of the normal functioning of the Federation.

IV. Qualifications and requirements

Academic qualifications:

The candidate should have:

- A PhD degree in a specialty that is compatible with the post's functions and duties;
- Research works and scientific publications in his discipline.

Professional experience:

The candidate should have:

- Previously served in an academic position;
- Teaching or project management experience of no less than ten-year;
- Preferably professional experience in international organizations.

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;
- Fund-raising for major projects.

V. Salary, allowances and benefits

- The Specialist/Expert 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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