



Vacancy Announcement

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

will open applications for the post:

**Head of the Section of Human Development and Social
Empowerment/ICESCO Human and Social Sciences Sector**

Post: Head of the Section of Human Development and Social Empowerment/ICESCO Human and Social Sciences Sector

Position number: P026

Announcement reference: SHS_001_22

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

Duration of contract: twelve months (renewable)

Recruitment open for: external candidates

Deadline: 02/07/2022

E-mail address: icescoemployment@icesco.org

I. Objective

The expert will be in charge of the management, follow-up and quality of the programs, achievements and work of the aforementioned Section within ICESCO Human and Social Sciences Sector, in line with the Organization's vision, mission and principles.

He/She will be charge of assisting the Head of Sector in scheduling, coordinating, implementing and following up to various activities.

II. Tasks

- Propose, orient, define and promote human development taking into account its societal, cultural, economic and environmental dimensions in line with good governance principles;
- Prepare annual operational programs (AOP);
- Prepare annual activity reports;
- Coordinate and follow up the implementation of projects with various partners (donors, agencies, ministries, etc.);
- Capitalize on and disseminate experiences and best practices of the Sector and the Section;
- Contribute to the consolidation of the strategic framework for promoting equity, the fight against poverty and the active involvement of youth, women and vulnerable groups in policies and programs;
- Draft strategic documents (reports, terms of reference for short-term missions, selection of experts, organization and follow-up of missions, quality control of services and report analysis);
- As Head of the Section, the Expert will also be in charge of coordinating with technical assistance experts, preparing semi-annual technical assistance activity reports, and working in close collaboration with the Sector's team and experts from other Sectors;
- Support resource allocation and program visibility;
- Conduct studies, consult and launch innovative and ground-breaking initiatives for achieving inclusive human welfare, development and social peace and building a better world in the Member States;
- Strengthen coordination and integration efforts among research institutions in the fields of human and social sciences and issues related to women, youth, children and people with special needs.

III. Qualifications and requirements

Academic qualifications:

At least a four-year degree in social sciences, economic and development sciences or equivalent (training or experience) is required

Professional experience and requirements:

- 5 years of proven experience as in coordination and administrative assistance
- Broad professional experience, primarily in international settings, in the areas of social policy, social development, local development and the fight against poverty;
- Experience working with the institutions of the Organization of the Islamic Cooperation (OIC);
- knowledge of the rules and procedures for managing development projects and programs;
- Knowledge of gender and development issues, especially youth, women and most vulnerable groups;
- knowledge of youth networks at the international, regional and national levels.
- Knowledge of development issues related to peace and sport, especially in the Islamic world;
- Knowledge of the power of social media in human, social and community development.

-Languages:

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

Skills and competencies:

- The ability to communicate clearly and in an educational manner.
- Ability to work within a multidisciplinary team and in a multicultural setting.
- The ability to organize work according to priorities.
- Ability to work under pressure.
- Proficiency in computer programs (Word, Excel, Access, Outlook).

IV. Salary, allowances and benefits

- The employee 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.

Note that principle of geographical diversity and the principle of gender balance are taken into consideration.

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