

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE**

No. 5(1)/2022-Admn-I/HR-I


Islamabad, 28th November, 2022

CIRCULAR

SUBJECT: VACANCY ANNOUNCEMENT BY THE OIC GENERAL SECRETARIATE

Please find enclosed herewith a copy of Ministry of Foreign Affairs' self-explanatory Circular No. Dir (P-I)-1/2022, dated 24-11-2022, along with its enclosure, on the subject cited above, for placing on official website of the Ministry, for information and further necessary action by the interested officers of the Ministry, accordingly.

Encl: As above


(Muhammad Imtiaz)
Section Officer (HR-I)

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**Database Administrator,
Ministry of Commerce,
Islamabad**

**Ministry of Foreign Affairs
(Personnel-I Directorate)**

No.Dir (P-I)-1/2022

November 24, 2022

CIRCULAR

Subject: Vacancy Announcement by the OIC General Secretariat

The OIC General Secretariat intends to fill a contractual post of Expert in Political and Humanitarian Affairs at the OIC Permanent Mission in Kabul, Afghanistan.

2. The last date for submission of application is 08 December 2022. The detailed information on the eligibility criteria, job description of the subject post are attached.

3. All eligible officers are encouraged to apply for the subject vacancy, directly.

Encl: **As above**


(Mutazam Ali)
Director (Personnel-I)

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- i). All Ministries/Divisions/Provincial Governments.
- ii). Network Administrator, MoFA, Islamabad for circulation in the Ministry and Pakistan Missions abroad.



VACANCY ANNOUNCEMENT

ORGANIZATION OF ISLAMIC COOPERATION (OIC)

OIC Permanent Mission in Afghanistan (Kabul)

JOB TITLE	Expert in Political & Humanitarian Affairs
DEPARTMENT/OFFICE	OIC Permanent Mission
DUTY STATION	Kabul, Afghanistan
CATEGORY	Contractual (Renewable)
DEADLINE OF APPLICATIONS	08 December 2022

This position is located within the OIC Permanent Mission in Afghanistan (Kabul).

The Expert in Political & Humanitarian Affairs reports to the Director-General of the Permanent Mission.

Job Responsibilities

As part of his/her delegated authority, the Expert in Political & Humanitarian Affairs will have to:

- Assist in developing OIC humanitarian policy and programs for Afghanistan;
- Assist in establishing and/or enhancing partnerships with international and regional humanitarian agencies to plan and formulate humanitarian and emergency assistance programs;
- Develop humanitarian assessment and situation reports;
- Take part in the coordination of disaster response/preparedness and in the formulation of humanitarian project proposals;
- Compile, monitor and analyze information on humanitarian developments and/or emergency situations;
- Draft reports, background papers, briefings, presentations, and correspondence, as and when required.

- Candidates must have a minimum of 5 (five) years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, and socio-economic development.
- Humanitarian field experience in emergency situations is desirable.

Languages

Fluency in one of the OIC official languages (speaking, reading and writing) in addition to mastering at least one of the other OIC languages. Knowledge of another UN official language is an advantage.

Knowledge of a language spoken in Afghanistan and/or the region is desirable.

General Requirements

- To be a Muslim national of one of the OIC Member States;
- To be below forty-five years of age;
- To be free of diseases and infirmities that may hinder the exercise of his/her duties;

General Conditions

- The CV should include basic personal information such as the date of birth, country of residence, marital status, number of children, etc;
- Only short-listed candidates will be contacted;
- Applications received after the announced deadline **WILL NOT** be considered.

How to Apply

Candidates need to write the job title they wish to apply for in the email's subject-line and attach an application letter along with their CVs to be addressed to: vacancy@oic-oci.org