

	SESRIC JOB DESCRIPTION FORM <i>“Cooperation for Development”</i>		
	Title	Assistant Project Officer	Class
Department	Training and Technical Cooperation	Immediate Supervisor	Director of Training and Technical Cooperation
Staff Type	Contractual	Position	Full-time
Location	Ankara / Turkey	Application Deadline	03 July 2018

Job description/duties and responsibilities

Job Description Summary

The Assistant Project Officer is expected to support his/her team in designing, implementing, and promoting technical cooperation projects and also cooperation activities between other most relevant institutions of OIC member states, the UN and other regional and international institutions. S/he is also expected to provide assistance for some ad hoc research projects of the Centre and will be responsible for performing any relevant tasks assigned by his/her immediate supervisor.

Main Responsibilities and Duties

- Contribute to the design and management of technical cooperation projects, activities, strategy development, annual work plan and budget studies
- Participate in evaluation and analysis of the needs of member countries in terms of technical cooperation
- Keep track of external opportunities and trends related to technical cooperation
- Prepare concept notes on projects, workshops and training activities as well as presentations and keynote speeches for a variety of settings
- Prepare reports of related projects, workshops and training activities
- Prepare surveys for capacity enhancement programs and collect data
- Provide assistance for some ad hoc research projects of the Centre, particularly for those related to Palestine and al-Quds project and Muslim diaspora project
- Use surveys and other ways of data collection to assess and define needs of member countries and conduct ongoing research on best practices in his/her profession
- Contribute to preparation of the department’s work schedule in accordance with annual/seasonal organizational plan
- Provide assistance in some operational activities related to the unit

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- Host meetings, welcome participants and make presentations
 - Perform other duties as assigned

Job Requirements

Educational Requirements

Bachelor's degree (Master's degree is a plus) in related discipline.

Language Requirements

High fluency in oral and written English. Fluency in either Arabic or French is a plus

Job Experience

1-3 years of proven working experience in relevant profession

Other Requirements

- Ability to use Microsoft Office applications
- Establish effective cross-cultural communication with both internal and external stakeholders
- Stick rigorously to timetable to get his/her tasks completed on time.
- Adhere to produce high-quality work and demonstrate high-performance
- Work in enthusiastic and harmonious manner with his/her colleagues and immediate supervisor
- Attend relevant training and self-development opportunities in order to fulfil the requirements of the post
- Realize and embrace the vision and the broader goals of the Centre and the OIC
- To be a Muslim national of member countries

Key Personal Attributes

- Team Work: Ability to work cooperatively and collaboratively with SESRIC Training and Technical Cooperation team. Ability of sharing of ideas, expertise and experience with others.
- Communication: Strong verbal and written communication skills, strong reporting skills, working in a disciplined, tidy, well-planned, and well-organized manner.
- Work under Pressure: Ability to meet multiple deadlines in a fast-paced work environment and react positively under pressure.

HOW TO APPLY

Applicants are kindly requested to send a cover letter or statement and a detailed curriculum vitae including information on their experience and previous work record to hr@sesric.org until Tuesday, 03rd July 2018 at latest. Applications received after this deadline will not be accepted. Only short-listed candidates will be contacted. The subject line of the e-mail should include "Job Opportunities for Assistant Project Officer ".

E-mail for Applications: hr@sesric.org