



**STATISTICAL, ECONOMIC AND SOCIAL RESEARCH  
AND TRAINING CENTRE FOR ISLAMIC COUNTRIES**

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**JOB DESCRIPTION**

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**Job Title** : Technical Cooperation Officer  
**Location** : SESRIC Headquarters, Ankara, Türkiye  
**Position Type** : Full-time

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**POSITION OVERVIEW**

The Technical Cooperation Officer plays a vital role in the successful design, implementation, and assessment of technical cooperation projects and initiatives. The incumbent will create project proposals, draft Memorandums of Understanding (MoUs), contracts, concept papers, and Terms of Reference (ToR).

S/he will ensure the optimal coordination of partnership requirements with stakeholders while organising various professional events such as workshops, trainings and meetings. The ideal candidate will have a strong interest in international cooperation, project cycle management, and program-scale initiatives, along with a flexible, multi-disciplinary approach and ability to multitask.

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**MAIN RESPONSIBILITIES & DUTIES**

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1. Actively participate in the execution of capacity-building and training activities under the SESRIC Capacity Building Programmes and the OIC-VET Programme.
2. Develop and manage technical cooperation projects and initiatives addressing the needs of OIC member countries.
3. Monitor and evaluate the implementation of technical cooperation projects, diagnose challenges, and propose feasible solutions.
4. Foster continuous dialogue and cooperation with internal and external stakeholders.
5. Represent SESRIC at International Events/ Committees/ Conferences on matters related to technical cooperation and capacity building.
6. Innovate new methodologies in conceptualising, designing, and executing capacity building and technical cooperation activities.
7. Analyze the results of SESRIC capacity-building and technical cooperation activities and formulate progress reports.
8. Generate speeches, presentations, concept notes and terms of references for diverse trainings, meetings, and conferences organised or attended by the Centre.

9. Assist in the development of funding proposals for various donor organisations to secure support for technical cooperation projects.
10. Facilitate the exchange of knowledge, good practices, and lessons learned across projects to enhance the quality and impact of ongoing and future initiatives.
11. Perform other duties as assigned.

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## **QUALIFICATIONS & SKILLS**

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- Undergraduate or graduate degree in Economics, Development Studies, Business Administration, International Relations, Political Science, Sociology or any related field.
- At least five years of relevant work experience.
- Advanced proficiency in Microsoft Office, particularly in MS Excel.
- Ability to plan, design and monitor capacity development programs.
- Strong analytical and project management skills.
- Familiarity with the services and business environment of SESRIC and the OIC.
- Understanding of international development cooperation.
- Experience in working with multi-cultural teams and environments.
- Competency in using project management tools and software.

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## **KEY PERSONAL ATTRIBUTES**

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- Self-motivated and capable of initiating and driving projects.
- Excellent team player with a knack for effective communication.
- Able to work under pressure and maintain a high level of organization.
- Adept at building relationships and managing stakeholders.
- Keen to learn, share knowledge, and strive for excellence.
- Possess strong analytical thinking and problem-solving skills.
- Dedicated to achieving results and fostering knowledge, learning, and communication.
- Experienced in strategic planning, project cycle management, and partnership management.

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## **LANGUAGE**

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The OIC has three official languages: English, Arabic and French. For this position, the language proficiencies required are:

- High fluency in English
- Proficiency in either Arabic or French would be advantageous
- Proof of test scores to be provided; such as IBT TOEFL, IELTS, YDS, DALF, TOAFL, etc.

## **GENERAL REQUIREMENT**

- Must be a national from one of the OIC member countries.