



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

JOB DESCRIPTION

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

POSITION OVERVIEW

The Training and Technical Cooperation at SESRIC plays a vital role in the successful design, implementation, and assessment of collaborative projects and initiatives for the benefit of the 57 member states of the OIC. The incumbents will assist in producing and generating project proposals, drafting Memoranda of Understanding (MoUs), contracts, concept papers, and Terms of Reference (ToR). They will contribute to the optimal coordination of partnership requirements with stakeholders while assisting the organization of various institutional events (workshops, study visits, trainings and meetings). The ideal candidate will have a strong interest in international cooperation, familiarity with project cycle management, and programme-scale initiatives, along with a flexible, multi-disciplinary approach and ability to multitask.

MAIN RESPONSIBILITIES & DUTIES

- Support execution of capacity-building and training activities under the SESRIC Capacity Building Programmes, OIC-VET Programme, and intra-OIC cooperation networks.
- Assist in developing and implementing technical cooperation projects and initiatives addressing the needs of OIC member countries.
- Assist in collecting data for monitoring and evaluation of the implementation of technical cooperation projects as well as preparing progress reports.
- Maintain communication with internal and external stakeholders as directed.
- Preparing speeches, presentations, concept notes and terms of references for diverse trainings, meetings, and conferences organised or attended by the Centre.
- Assist in preparing inputs for funding proposals.
- Facilitate basic knowledge sharing and documentation tasks of ongoing and future initiatives.
- Perform other duties as assigned.

QUALIFICATIONS & SKILLS

- Undergraduate degree in Economics, Management Sciences, Finance, Development Studies, Business Administration, International Relations, Political Science, Communication Sciences, Sociology or any related field.
- Minimum 2 years of relevant work experience.
- Advanced proficiency in Microsoft Office, particularly in MS Excel and MS PowerPoint.
- Ability to support the planning, designing and monitoring capacity development activities.
- Strong analytical skills.
- Familiarity with SESRIC and OIC working environment.
- Ability to work effectively in multi-cultural settings and manage multiple tasks.
- Competency in using digital tools and software.

KEY PERSONAL ATTRIBUTES

- Self-motivated and capable of following directions efficiently.
- Team player with strong communication skills.
- Maintain a high level of organization related to activities and documents.
- Skilled in building stakeholder relationships.
- 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.
- Familiarity with strategic planning, project cycle management, and partnership management.

LANGUAGE

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

- High fluency in English
- Proficiency in Arabic and/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.