

	SESRIC JOB DESCRIPTION FORM <i>“Cooperation for Development”</i>		
	Title	Senior Technical Cooperation Specialist	Class
Department	Training and Technical Cooperation	Immediate Supervisor	Director of Training and Technical Cooperation Department
Staff Type	Contractual	Position	Full-time
Location	Ankara, Turkey	Application Deadline	11 September 2017

Job description/duties and responsibilities

Job Description Summary

The Senior Technical Cooperation Specialist is in charge of contributing effectively to the technical cooperation projects, strategy development, annual work plan and budget of the department and supervises the implementation of technical cooperation activities. S/he needs to contribute to the planning, organizing and conducting the phases of the cooperation activities and to organize joint activities and cooperation network between the relevant institutions of OIC member states and other regional and international organisations and institutions.

Main Responsibilities and Duties

- Evaluate and analyse the needs of member countries in terms of technical cooperation; and prepare surveys for capacity enhancement programs and coordinate the planning and delivery of different capacity building programs with other stakeholders internally and externally,

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- Prepare concept notes, reports, presentations, papers and keynote speeches for projects, workshops, technical cooperation and capacity building activities,
 - Oversee, monitor and evaluate the execution of the technical cooperation projects, analyse challenges and difficulties, and recommend practical solutions.
 - Contribute effectively to the strategy development, annual work plan and budget of the department and supervise the implementation of the same,
 - Contribute to the preparation of the Centre's capacity building and South-South Cooperation components geared to the needs and demands of member countries and develop innovative cooperation modalities based on South-South Cooperation between MCs and SESRIC Technical Cooperation Strategy (STCS),
 - Interact with international, regional, national organizations and NGOs as well as member countries to explore potential technical cooperation initiatives between the member countries,
 - Identify, initiate, and execute projects related technical cooperation and capacity building,
 - Respond to suggestions from international, regional and national institutions as well as member countries in issues related to technical cooperation and capacity building,
 - Participate to the preparation of the project completion reports with the involvement of all the stakeholders in order to highlight the problems and issues faced during the execution of the project as well as actions taken and lessons learned,
 - Develop new initiatives and projects, streamline and roll-out the successful ones where needed and where suitable
 - Collaborate with relevant departments of the Centre, to coordinate matters related to project activities amongst member countries,
 - Coordinate the preparation of research, reports, and statements on technical cooperation and capacity building to support SESRIC delegations attending events or going on missions,
 - Represent the Centre at international institutions/ committees in subjects related to technical cooperation and capacity building,
 - Ensure that technical cooperation and capacity building related knowledge, experience, and lessons learned are shared with the department staff and the concerned department in the Centre,
 - Participate in the development and maintenance of a database for experts and best practices in the member countries and other regions in areas that are subject to technical cooperation and capacity building,
 - Introduce innovative approaches in conceptualizing, designing and implementing projects and activities,
 - Analyse data and information from technical cooperation activities,
 - Perform other duties as assigned.
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Job Requirements

Educational Requirements

Master's degree in Economics / Development Studies / Business Administration or any other relevant discipline.

Language Requirements

High fluency in oral and written English. Fluency in other OIC official languages (Arabic or French) is an asset.

Job Experience

Minimum 6-8 years of proven working experience in relevant profession. Good level of knowledge on international development environment and the agenda of OIC is an asset.

Qualifications & Skills

- Strong technical skills in planning, designing and monitoring capacity development programs
 - Analytical skills
 - Project management skills
 - Working knowledge of SESRIC's products, services and cooperation environment
 - Good knowledge on South-South Cooperation and international development cooperation
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Other Requirements

- Establish effective cross-cultural communication with both internal and external stakeholders
- Stick rigorously to time table to get his/her tasks completed on time
- Adhere to produce high-quality work and demonstrate high-performance
- Work in enthusiastic manner with his/her colleagues and immediate supervisor
- Act as a true role model through words, behaviours and actions
- 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 OIC

General Requirement

- To be a Muslim national of the member countries.

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 Monday 11th September 2017 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 Senior Technical Cooperation Specialist".

E-mail for Applications: hr@sesric.org