



VACANCY ANNOUNCEMENT

Information Technology Department

Deadline of Applications: 20 January 2021

Job Title	Program Manager
Area of Activity	Department of Information Technology at the OIC General Secretariat
Duty Station	Jeddah, Saudi Arabia
Category/ Grade	Professional Category (P)
Remuneration	Basic salary: <u>US\$ 2,800</u> , in addition to other allowances and payments as stated in the OIC Personnel Regulations (or according to the professional experience of the candidate)

The Professional Officer will be under the direct supervision of the Director of Information Technology Department.

JOB DESCRIPTION

1. Establish and maintain various metrics and associated dashboards to reflect programs and projects' progress.
2. Enhance the already developed COBIT framework in place and refine/establish various governance processes.
3. Establish/enhance the policies and procedures related to the IT department and aid the digital transformation of the Organization.
4. Manage project scope & deliverables including timeline & budget/expenses.
5. Participate in & facilitate/host daily routines catering to agile project teams.
6. Align resources to key project roles in a matrix environment.
7. Establish clearly defined responsibilities & accountabilities for each team member.
8. Risk mgmt. & mitigation planning.
9. Readiness/change adoption/stakeholder mgmt.
10. Quality assurance, ensure that all applicable change requirements are satisfied.

COMPETENCIES AND SKILLS

1. Excellent communication (verbal and written), facilitation and interpersonal skills, including the ability to communicate effectively in a dynamic environment across all levels.
2. Knowledge of PMI standards demonstrated over a period of years of practical work experience.
3. Knowledge of COBIT governance framework demonstrated over a period of years of practical work experience and the ability to translate broad guidelines to tangible artifacts.
4. Demonstrated leadership skills with the ability to lead a team, inspire and motivate others, while maintaining the teams' business focus.
5. Ability to manage a variety of constituencies with competing priorities, manage multiple tasks simultaneously, and thrive in a complex, fast-paced environment with multiple priorities.
6. Analytical skills with strong problem solving, troubleshooting skills, and the ability to exercise mature judgment and structured decision-making.
7. Quick learner and possesses the capacity to learn new processes, concepts, and skills.
8. Excellent organizational and time management skills.
9. Result-oriented, self-directed, and inquisitive.
10. Strong attention to detail coupled with a desire to deliver accurately, efficiently, and to a high standard.
11. A reliable, proactive approach to entrusted tasks.
12. Ability to work collaboratively and independently while managing multiple projects, assignments and/or responsibilities.
13. Highly motivated with the ability to thrive in a fast-paced, high energy, and demanding team-oriented environment.
14. Proven track record of collaborating with cross-functional groups to produce results.

EDUCATION

Master's degree in Information Technology and Information Systems, Computer Science, Information Science or any related fields. (Ph.D. degree is preferred).

WORK EXPERIENCE

8 years of progressive experience in relevant positions gained at an international or inter-governmental organization.

LANGUAGES

Professional fluency in (reading, writing and speaking) in at least two of the working languages of the OIC (English, Arabic and French). Fair knowledge of the third language is preferable.

GENERAL REQUIREMENTS

1. To be a Muslim national of an OIC Member State.
2. To be free of diseases and infirmities that may hinder the exercise of his/her duties.
3. To be below 56 years of age.

GENERAL TERMS

1. Ensure that the CV includes fundamental personal information e.g. date of birth, country of residence, marital status, number of children, etc.
2. Only shortlisted candidates will be contacted by the General Secretariat.
3. To be either nominated by his/her State or his/her State should have no objection to his/her appointment and submit a letter of no objection issued by the competent authorities after final selection for the position.

HOW TO APPLY

Write the job title you are applying for in the email subject, accompanied with an application letter, in addition to your CV and send to:

Email: vacancy@oic-oci.org

Applications received after the deadline will not be considered.