



D-8 Secretariat

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Note Verbale No: ADM/15/440

Subject: Vacancy Announcement for Program Officer

The D-8 Secretariat presents its compliments to the Ministries of Foreign Affairs of the D-8 Member States has the honour to refer to the decision taken at the Special Session of the D-8 Commission held on 10-11 October 2015 in Istanbul regarding recruitment of Program Officer.

In this context, the D-8 Secretariat has the honour to enclose vacancy announcement for the aforementioned position for wide circulation through the office of distinguished Commissioners. Call for application will close on **28th February 2016**.

The Secretariat wishes to note that applications received through the Ministries of Foreign Affairs of the D-8 Member States or directly by the Secretariat will be shortlisted and presented to the next session of the D-8 Commission for final appointment, along with determination of modality of subsequent appointment in the same position.

The D-8 Secretariat avails itself of this opportunity to renew to the Ministries of Foreign Affairs of the D-8 Member States the assurances of its highest consideration.

Encl: As stated



Istanbul, 02 November 2015

Ministries of Foreign Affairs of the D-8 Member States
D-8 Commissioner's Office

VACANCY ANNOUNCEMENT FOR THE POSITION OF PROGRAM OFFICER

1. QUALIFICATION AND EXPERIENCE

- At least Bachelor's Degree in Economics, International Trade or related field, preferably with Master's Degree in the related field;
- At least 3 years of working experience in the government, regional or international organization;
- Age not exceeding 30 years;
- Strong knowledge in economy and in the related field;
- Good Command of spoken and written English and interpersonal skill;
- Ability to conduct economic research with minimum supervision;
- Ability to work under pressure, meet deadline and work as a team-member; and
- Excellent skills in using computer and related applications.

2. DUTIES AND RESPONSIBILITIES

- i. Reporting to the Secretary General of the D-8 and working under direct supervision of the Director in performance of its duties, planning and preparing the analysis and report for the sectoral areas of cooperation;
- ii. Compiling information and analyzing issues of interest particularly related to cooperation in the sector of trade, agriculture, industry, energy, transportations tourism and issues entrusted from time to time;
- iii. Preparing sector-wise documents/concept paper/reports;
- iv. Conducting research on trade, agriculture, industry, energy, transportations and tourism sector to be presented at the principal organ meeting;
- v. Following up progress in trade, agriculture, industry, energy, transportations and tourism cooperation meeting and monitoring working group progress; and
- vi. Fulfilling other professional duties and responsibilities entrusted to him/her.

3. TERMS

Starting date: **1st April 2016.**

Yearly contract with possibility of extension based on performance.

4. REMUNERATIONS

- Basic Salary: 1800 (EURO)
- Housing Allowance 1500 (EURO).
- Total Remuneration: 3300 (EURO).
- Private insurance coverage.
- Single airfare ticket while joining and leaving the Secretariat service.

5. HOW TO APPLY

D-8 Nationalities may apply through Office of the D-8 Commissioner of their respective Ministry of Foreign Affairs or send their application directly to the D-8 Secretariat at secretariat@developing8.org with a cover letter, curriculum vitae (CV), passport size photograph and relevant certificates no later than **28th February 2016**.