



JOB DESCRIPTION FOR THE POSITION OF ICT ASSISTANT / EXECUTIVE ASSISTANT

1. QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree in Business Administration, International Relations, Economics, Public Administration, Management, or a related field.
- Sufficient knowledge of IT, preferably a Bachelor's degree in the field
- A Master's degree in relevant field is an asset
- A minimum of **3 years** of progressively responsible experience in an international organization, diplomatic mission, governmental institution or a reputable private-sector or non-profit organization
- Experience in supporting senior management is highly desirable
- Maximum age at the time of appointment: **35 years**
- Excellent command of **written and spoken English** is required
- Knowledge of language of the Host Member State (Türkiye) is an asset
- Applicants must be nationals of a D-8 Member State and legally residing in the Host Member State (Türkiye) at the time of application
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Knowledge of Microsoft Exchange / Microsoft 365 and email administration
- Knowledge of corporate domain management, license renewal process, basic IT coordination and common online meeting platforms
- Presentation of IT-related certifications or licenses for abovementioned IT qualifications is an asset
- Familiarity with document management systems and online research tools



2. DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Secretary-General and Directing Staff, the Executive Assistant will perform the following duties:

- Prepare agendas, programmes of work and related documentation for meetings, activities and sectoral events of the Secretariat
- Take notes during meetings and prepare accurate records, summaries and meeting reports
- Assist in drafting Terms of Reference (ToRs) for projects, sectoral initiatives and working groups
- Provide support on technical and sectoral meetings, including coordination with host institutions, member states and partners
- Coordinate and follow-up with D-8 Member States, international organizations and relevant external partners on sectoral and institutional matters
- Follow-up on correspondence, requests and decisions related to sectoral cooperation and external relations activities
- Conduct research on economic development, sectoral cooperation and related issues relevant to D-8 activities
- Prepare background notes, briefings and reference materials for internal use and assist in the preparation of sectoral and external relations reports for the Secretariat
- Draft, edit and process official correspondence, notes and letters
- Prepare congratulatory, condolence and commemoration letters in accordance with institutional practice.
- Follow-up and coordinate visa applications for Secretariat staff members (excluding the Directing Staff), in liaison with relevant authorities
- Support the day-to-day management of the D-8 Microsoft Exchange email system, including user account coordination and basic mailbox administration
- Assist in the management of the D-8 corporate domain, including coordination with service providers on renewals, security and related technical matters
- Follow up on software, platform and system license renewal processes used by the Secretariat



- Provide support for the organization and management of online and hybrid meetings, including scheduling, technical coordination and user support on commonly used platforms
- Perform any other related duties as may be assigned by Directing staff, consistent with the functions of the position

3. SELECTION PROCESS

- Applications will be screened based on qualifications and experience.
- Shortlisted candidates may be invited to a written assessment (English language, drafting skills, computer proficiency, general knowledge in relevant fields)
- Successful candidates will be invited for a competency-based interview.

4. EMPLOYMENT DETAILS

- **Type of appointment:** Full-Time
- **Nature of Post:** Non-Diplomatic
- **Number of Vacancies:** 1 (one)
- **Salary and Benefits:**
 - Monthly Net Basic Salary: € 2,500
 - Monthly Allowance (Lunch and Transportation): € 375

5. APPLICATION PROCEDURE

- Applications should be submitted along with curriculum vitae (CV) to office.affairs@developing8.org
- Deadline for Application: **25 March 2026**