

## VACANCY ANNOUNCEMENT



Economic Cooperation Organization

TITLE AND LEVEL:	Senior Expert
DATE OF ISSUANCE:	5 <sup>th</sup> January 2009
DEADLINE FOR APPLICATIONS:	25 <sup>th</sup> April 2009
ORGANIZATION UNIT:	Office of the ECO Council of Bureaux of White Card Scheme, the ECO Secretariat, Tehran, Iran
DUTY STATION:	Tehran, Iran
DURATION:	One year, renewable
STARTING DATE:	As soon as possible

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### **RESPONSIBILITIES**

Under the direct supervision of Directorate of Transport and Communication of the Economic Cooperation Organization (ECO) Secretariat, the incumbent is responsible for the following duties:

- Coordinating the implementation of the ECO Motor Vehicle Third Party Liability Insurance Scheme (White Card) in the ECO region.
- Leading the process of designing and implementing capacity building programmes for the ECO member states on the White Card Scheme.
- Organizing the Meetings of the ECO Council of Bureaux and other related Meetings.
- Preparing analytical reports and briefings needed by the Secretariat and member states to proceed with implementation of the ECO White Card Scheme.
- Liaising with member states and other relevant international organizations regarding implementation of the ECO White Card Scheme.
- Performing other tasks and duties as assigned by the ECO Secretariat.

### **COMPETENCIES**

**Professionalism:** Excellent knowledge of insurance and reinsurance; extensive technical knowledge and practical experience of insurance; good knowledge of the Green Card System and motor third party liability insurance; excellent leadership and management skills; able to create plan, create and execute effective training programmes and workshops; being capable in meeting commitments; observing deadlines and achieving results; identifying and adjusting priority activities as required.

**Communication:** Excellent interpersonal skills; proven ability to write and communicate clearly and effectively in English; Ability to communicate with international organizations on the subject of her/his contract.

## **QUALIFICATIONS**

Education: An advanced university degree (Master/PHD) in the field of insurance or related areas

Work Experience: At least five years effective work experience in insurance at academic, policy making or managerial levels.

Language: English is the working language in the Economic Cooperation Organization Secretariat. Fluency in oral and written English is required. Russian language will be an advantage.

Technological awareness: Proficiency in computer application

### **How to apply**

Qualified candidates are invited to submit, before 25<sup>th</sup> April, 2009, their application, including their C.V. and reference details, to:

The ECO Secretariat

Address: No. 1, Golbou Alley, Kamranieh St., Tehran, Iran

Postal Code: 19519-33114

E-mail: [dtc@ecosecretariat.org](mailto:dtc@ecosecretariat.org)

Tel: +98 21 22831733-34

Fax: +98 21 22831732

PLEASE NOTE THAT APPLICATIONS RECIVED AFTER THE DEADLINE  
WILL NOT BE CONSIDERED.