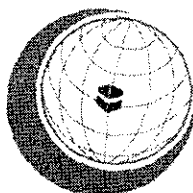


ORGANISATION OF ISLAMIC COOPERATION  
GENERAL SECRETARIAT

ORGANISATION DE COOPERATION ISLAMIQUE  
SECRETARIAT GENERAL



منظمة التعاون الإسلامي  
الأمانة العامة

OIC/ADM/FN(011)/2017

003514

Jeddah:

08 JUL 2017

The General Secretariat of the Organization of Islamic Cooperation (OIC) presents its compliments to all Member States of the OIC and has the honour to draw their kind attention to the following:

The (OIC) General Secretariat is announcing to fill the vacancy of the Director of the Legal Affairs Department. In this connection, the deadline for receiving nominations would be 20 September 2017. Detailed information on eligibility of any candidate is enumerated in the enclosed "Vacancy Announcement"

It should be mentioned here that the nominations of governmental candidates should be submitted through the Ministry of Foreign Affairs of their respective countries. For a non-governmental applicant a "no objection certificate" from the Ministry of Foreign Affairs would have to be submitted at the time of his/her final selection.

To this effect, the esteemed Ministries of Foreign Affairs of all Member States are kindly requested to arrange to circulate the attached vacancy announcement among the eligible and interested candidates of their respective countries.

The General Secretariat of the Organization of Islamic Cooperation avails itself of this opportunity to renew to all OIC Member States the assurances of its highest consideration.



All member states of the OIC



**GENERAL SECRETARIAT OF THE  
ORGANIZATION OF ISLAMIC COOPERATION  
(OIC)**

**VACANCY ANNOUNCEMENT**

DEADLINE FOR APPLICATIONS: 20/9/2017

<b>JOB TITLE</b>	:	Director of the Department
<b>AREA OF ACTIVITY</b>	:	Legal Affairs
<b>DUTY STATION</b>	:	Jeddah, Kingdom of Saudi Arabia
<b>CATEGORY/ GRADE</b>	:	Director (D-1)
<b>REMUNERATION</b>		Basic salary US\$4760 in addition to other allowances and payments as stated in the OIC Personnel Regulations

Under the direct supervision of the Secretary General of the OIC the Director of the Department of Legal Affairs will be responsible to perform the following:

**JOB DESCRIPTION:**

- a. Conduct studies and provide advice on draft conventions and international treaties of interest to Member State.
- b. To conduct studies and undertake research on problems and legal issues.
- c. Analyse the impact and compliance of past conventions to improve relations between the Member States and other countries.
- d. Draft legal texts of conventions which are held within the framework of the Organization and to finalise legal procedures in connection with signing, ratification and accession.
- e. Represent the OIC in taking legal measures before courts and arbitration bodies in cases of settlement of dispute of a legal character.
- f. Study legal questions related to the Secretariat and Subsidiary organs of the OIC.
- g. Undertake affairs of the Committee on settlement of disputes related to the basic staff regulations of the Organisation, including publishing of the Committee's resolutions and the legal principles taken as a basis for judgement.
- h. Assists Conferences, committees and other meetings by offering advice thereto on legal questions.

- i. Compiling, consolidating and analysing all convention materials related to OIC.
- j. Establishing collaboration with international organisations in regards to legal affairs and participating in the elaboration of conventions and Memorandum of Understanding (MoU) between the General Secretariat and these organisations.
- k. Collaborating with the United Nations and its committees in relation to the development and formulation of the rules of international law.
- l. Creating a database on OIC-related legal affairs.
- m. Follow-up the progress of the formulation of related work programmes/proposals for the mandated resolutions vis-à-vis legal affairs.
- n. Liaise, monitor and follow-up the implementation progress of the resolutions by the related subsidiary organs, specialised institutions and other related organs.
- o. Prepare progress reports for Ministerial meetings, CFM, OIC Summit and other conferences.
- p. Coordinate ministerial meetings to review and discuss the implementation status of the plan of action.
- q. Any other tasks assigned to him/her.

**COMPETENCIES AND SKILLS:**

- Have the necessary experience in diplomatic negotiations and strong abilities to convince partners.
- Dedication, efficiency, professional and personal integrity and sense of responsibility,
- Leadership skills and ability to interact and function within a team spirit by establishing and maintaining effective working relationship and cooperation with colleagues inside the General Secretariat and with OIC organs,
- Ability to integrate in international, multi-linguistic and multicultural environment.
- Personal and professional commitment to the mission and vision of the organization and to serve the causes of the Muslim World.

- Strong reporting and drafting capacity, proven ability to write in a clear and concise way and to communicate orally in an articulate manner.
- Sound analytical skills, good planning and organizational skills,
- Excellent computer skills,

### **Education**

At least Master's Degree in International Law, Legal Studies or related fields. Ph.D. degree will be an added advantage.

### **Work Experience**

A minimum of 15 years of experience in a Director position in an International Organization or in a related profession.

### **Languages**

Fluent, in at least two of the three official languages of the OIC; Arabic, English and French, with the submission of an evidence (proficiency Certificate for the English language, TOEFL or IELTS ); preferable to have some knowledge of third language.

### **GENERAL REQUIREMENTS:**

- . To be a national of an OIC Member States.
- . To be below fifty-six years of age.
- . To be free of diseases and infirmities that hinder the exercise of his/her duties
- . To be nominated by his/her country or his/her country should provide no objection letter for the appointment.

### **GENERAL TERMS**

- . Ensure the availability of the fundamental personal information e.g. date of birth, country of residence, marital status, number of children.
- . Only shortlisted candidates will be contacted.
- . Applications received after the deadline will not be accepted.

**HOW TO APPLY:**

Application letter along with the CV to be sent to:

Directorate of Cabinet

OIC General Secretariat

P.O. Box 178, Jeddah 21411,

Kingdom of Saudi Arabia

Fax: +00966(2)6512288

Email: [vacancy@oic-oci.org](mailto:vacancy@oic-oci.org)

**Applications received after the deadline will not be accepted.**  
**Only short-listed candidates will be contacted.**