

**Ministry of Foreign Affairs
Recruitment & Training Section
Dhaka**

No. AD-R&T-986

08 April 2019

Circular

Sub: Vacancy announcement for the post of 'Professional Officer' (Legal Affairs Department) at General Secretariat of the OIC

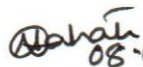
General Secretariat of the Organization of Islamic Commonwealth (OIC) invites applications from qualified candidates for the post of 'Professional Officer (Legal Affairs Department) for its Secretariat under category Professional Category (P-1).

02. The important features of the post are given below:

Name of the Post	Qualification	Salary & Benefits
Professional Officer (Legal Affairs Department)	General Requirements: <ul style="list-style-type: none">• A national of an OIC Member States;• Age below 45 years• Nominated by his/ her country or• A 'No Objection Letter' for the appointment (after selection process) should be provided Educational: Bachelor degree (Masters Degree preferable) in Law, International Law or Legal Studies. Work Experience: At least 04 of legal experience gained preferably within the foreign services or intergovernmental organizations Languages: Fluency in (reading, writing and speaking) at least two of the working languages of the OIC which are Arabic, English and French and preferable three languages.	Basic Salary US\$ 2800.00 in addition to other allowances and payments as stated in the OIC Personnel Regulations
Deadline to apply	<u>April 15, 2019</u>	

03. Keeping the Ministry informed, interested officers can apply for the above-mentioned post. For applying, an email needs to be sent mentioning the job title on the email subject along with application letter and the CV of the applicant to the following e-mail address:

vacancy@oic-oci.org


08.04.19
(Nusrat Jahan)
Assistant Secretary (R&T)

Distribution:

1. Officers at the rank of Director and below in the Ministry



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

VACANCY ANNOUNCEMENT

DEADLINE FOR APPLICATIONS: April 15 , 2019

JOB TITLE :	Professional Officer
AREA OF ACTIVITY :	Legal Affairs Department
DUTY STATION :	General Secretariat, Jeddah- Kingdom of Saudi Arabia
CATEGORY/ GRADE :	Professional Category (P1)
REMUNERATION	Basic salary US\$. 2,800.00 in addition to other allowances and payments as stated in the OIC Personnel Regulations

Reports to the Director of the legal department and responsible to interact with all departments in the General Secretariat and to provide the legal opinion and assistant, as well as, to contact at the external level when it is requested.

PRINCIPAL TASKS

1. Study and provide advice on draft conventions and international treaties of interest to Member State or to which they are invited to become parties.
2. To conduct studies and undertake research on legal issues.
3. Analyze the impact and compliance of past conventions to improve relations between the Member States and other countries.
4. Draft legal texts of conventions, which are held within the framework of the Organization and to finalize legal procedures in connection with signing, ratification and accession.
5. Study legal questions related to the Secretariat and Subsidiary organs of the OIC and draft the answers.
6. Assists Conferences, committees and other meetings by offering advice thereto on legal questions.
7. Compiling, consolidating and analyzing all convention materials related to OIC.

8. Assist in establishing collaboration with international organizations in regards to legal affairs and participating in the elaboration of conventions and Memorandum of Understanding (MoU) between the General Secretariat and these organizations.
9. Assist in the collaborating with the United Nations and its committees in relation to the development and formulation of the rules of international law.
10. Assist in creating a database on OIC-related legal affairs.
11. Play an interactive role within the Department by sharing views, insights and information as to the performance of the Department as well as actions and initiatives to be taken,
12. Follow-up the progress of the formulation of related work programmes/ proposals for the mandated resolutions vis-à-vis legal affairs.
13. Liaise, monitor and follow-up the implementation progress of the resolutions by the related subsidiary organs, specialized institutions and other related organs.
14. Draft progress reports for Ministerial meetings, CFM, OIC Summit and other conferences.
15. Discharge any other work assignments as requested by supervisors.

COMPETENCIES:

1. Dedication, efficiency, professional and personal integrity.
2. Ability to integrate in international, multi-linguistic and multicultural environment.
3. Demonstrated ability to complete in-depth studies and research conclusions.
4. Strong reporting and drafting ability and to write in a clear and concise manner and to communicate orally in an articulate manner.
5. Ability to interact and function within a team spirit by establishing and maintaining effective working relationship and cooperation with colleagues.
6. Demonstrated interest in issues related to the international affairs in general and the Islamic world and legal in particular.
7. Good computer skills

EDUCATION

Bachelor degree (Masters Degree preferable) in Law, International Law, or Legal Studies.

WORK EXPERIENCE

At least 4 years of legal experience gained preferably within the foreign services of the member states or at intergovernmental organizations.

LANGUAGES

Professional fluency in (reading, writing and speaking) at least two of the working languages of the OIC, which are Arabic, English and French, and preferable three languages.

GENERAL REQUIREMENTS

- To be a national of an OIC Member State.
- To be below 45 years of age.
- To be free of diseases and infirmities that may 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 (after selection process).

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

Write the job title you apply for on the email subject with application letter along with the CV, and send to:

OIC General Secretariat

Email: vacancy@oic-oci.org



سند استلام
Receipt Voucher

نأمل تأكيد الاستلام، وإعادة المستند بعد توقيعه على الفاكس التالي: (+966 12 653 1459)

Kindly acknowledge receipt, and return the document duly signed to the following Fax:

(+966 12 653 1459)

للمرة الثالثة		للمرة الثانية		للمرة الأولى	✓
For the third time		For the second time		For the first time	

عدد الصفحات بما فيها هذه الصفحة Page(s) No. including this page	التاريخ Date:	رقم المذكرة Note No.
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The receiving end:الجهة المستلمة:

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للاستفسار يرجى الاتصال على التلفون رقم: (+966) 12 651 5222 توصيلة 1905
For inquiries, please contact us on telephone number: (+966) 12 651 5222 Ext. 1905
or email: bo.cabinet@oic-oci.org