

**Circular (N0. 23) for 2016**

**Vacancy announcement for Director of Legal Affairs**

**in OIC, Jeddah**

**To all federal government ministries and entities**

The Federal Authority for Government Human Resources extends its greetings wishing you all the success in your endeavors.

We are pleased to inform you that a vacant position of Managing Director of Legal Affairs in Organization of Islamic Cooperation (OIC), General Secretariat headquarters in Jeddah, Saudi Arabia.

Therefore, the Federal Authority for Government Human Resources would like to invite candidates with qualifications detailed in the attached announcement, to submit their applications no later than June 30, 2016 via email: [DG-Office@fahr.gov.ae](mailto:DG-Office@fahr.gov.ae)

**Thank you for your cooperation**

Issued on May 31, 2016

**Dr. Abdurahman Al Awar,**

**Director General,**

**Federal Authority for Government Human Resources**

**Organization of Islamic Cooperation (OIC)**  
**General Secretariat**

Jeddah: May 9. 2016

The General Secretariat of Organization of Islamic Cooperation presents its compliments to all members of the organization and has the honor to draw your attention to the following:

We are pleased to receive nominations for the post of director of Legal Affairs Department, no later than June 30, 2016 Department.

Please find attached detailed information as to conditions, qualifications and privileges to be offered for successful candidate.

It should be noted that application for the vacancy for candidates working for the government should be submitted through the foreign ministries in their countries. Non-governmental candidates will be required, at the final interview stage, to present No Objection Certificate duly authenticated by the ministry of foreign affairs in their countries.

For this purpose, the General Secretariat requests the foreign affairs ministries of all Member States to kindly circulate the attached announcement in these countries for the benefit of eligible candidates.

The General Secretariat of OIC seizes this opportunity to thank all Member States of the Organization for their cooperation.

Attachments: As stated above.

**Organization of Islamic Cooperation (OIC)**  
**General Secretariat**  
**Vacancy Announcement**

Deadline: June 30, 2016

Job Title	Managing Director
Area of work	Legal Affairs Management
Workplace	General Secretariat, Jeddah, Saudi Arabia
Category / Grade	First Category (D-A)
Salary	Basic salary 4760 USD, plus allowances and fringe benefits as provided by salaries and grades scale of OIC

**Job tasks and responsibilities:**

- Study draft international agreements and conventions of interest to member states, and provide advice to them.
- Conduct studies and research on legal problems and issues.
- Conduct analysis on impact of previous agreements and compliance to improve relations between the member states and other countries.
- Formulate legal texts of agreements concluded by the organization and finalize legal procedures in respect of signature, ratification and accession thereto.
- Represent the Organization of Islamic Cooperation before courts in respect of settlement of legal disputes.
- Study legal issues related to the General Secretariat of the Organization and its branch offices.
- Handle the functions of Committee on Disputes Settlement relating to OIC staff regulations, including publication of Committee's decisions and legal principles.
- Provide assistance to conferences, committees and other meetings through counseling in legal matters.
- Compile, standardize and analyze all the relevant OIC agreements