



VACANCY ANNOUNCEMENT

ORGANIZATION OF ISLAMIC COOPERATION (OIC)

General Secretariat (Jeddah - Saudi Arabia)

Job Title	Director of the Department
Area of Activity	Legal Affairs
Duty Station	Jeddah, Kingdom of Saudi Arabia
Category/Grade	Principle Category (D-1)
Remuneration	Basic Salary US\$4760 in addition to other allowances and payments as stated in the OIC Personnel Regulations
Deadline	14 September 2025

JOB DESCRIPTION

- Study and provide advice on draft conventions and international treaties of interest to Member States or to which they are invited to become parties.
- Conduct studies and undertake research on problems and legal issues.
- Analyze the impact and compliance of past conventions to improve relations between Member States and other countries.
- Draft legal texts of conventions that are held within the framework of the Organization and finalize legal procedures in connection with signing, ratification, and accession.
- Represent the OIC in taking legal measures before courts and arbitration bodies in cases of settlement of a dispute of a legal character.
- Study legal questions related to the Secretariat and Subsidiary organs of the OIC
- Undertaking affairs of the Committee on settlement of disputes related to the basic staff regulations of the Organization, including publication of the Committee's decisions and the legal principles taken as a basis for judgment.
- Assists conferences, committees, and other meetings by offering advice thereto on legal questions.
- Compiling, consolidating, and analyzing all convention materials related to the OIC

- j. Establishing collaboration with international organizations regarding legal affairs and participating in the elaboration of conventions and the Memorandum of Understanding (MoU) between the General Secretariat and these organizations.
- 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 programs/proposals for the mandated resolutions on vis-à-vis legal affairs.
- n. Liaise, monitor, and follow-up the implementation progress of the resolutions by the related subsidiary organs, specialized institutions, and other related organs.
- o. Draft progress reports for ministerial meetings, CFM, OIC Summits, and other conferences.
- p. Coordinate ministerial meetings to review and discuss the implementation status of the plan of action.

COMPETENCIES AND SKILLS

- a. Dedication, efficiency, professionalism and personal integrity, leadership skills, and a sense of responsibility
- b. Ability to integrate into an international, multilinguistic, and multicultural environment.
- c. Have the necessary experience in diplomatic negotiations and strong abilities to convince partners.
- d. Strong reporting and drafting capacity, proven ability to write in a clear and concise way and to communicate orally in an articulate manner.
- e. Sound analytical skills, good planning and organizational skills,
- f. Ability to interact and function within a team spirit by establishing and maintaining effective working relationships and cooperation with colleagues,
- g. Excellent computer skills,
- h. Strong desire and commitment to pursue a professional career at the OIC and personal and professional commitment to the mission and vision of the organization and to serving the causes of the Muslim World.

EDUCATION

At least a Master's Degree in International Law, Legal Studies, or related fields. A 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 a third language.

GENERAL REQUIREMENTS

- To be a Muslim national of one of the OIC Member States.
- To be free of diseases and infirmities that may hinder the exercise of his/her duties.
- To be either nominated by his/her either State or the State should have no objection to the candidate's appointment.
- The candidate must be less than 56 years of age.

GENERAL CONDITIONS

- The resume must include basic personal information, including birthdate, country of residence, marital status, number of children, nationality, years of work experience, and other relevant information.
- Only short-listed candidates will be contacted.
- Applications received after the deadline as herein indicated shall not be considered.

HOW TO APPLY

Email your resume with the job title you are applying for as the email subject to:
vacancy@oic-oci.org

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