



REPÚBLICA DE MOÇAMBIQUE

MINISTÉRIO DA JUSTIÇA ASSUNTOS CONSTITUCIONAIS E RELIGIOSOS  
Gabinete do Ministro

Exmo(a) Sr(a).

*chefe de Gabinete de S. Excia  
Bastónio da Orden dos Advogados  
de Moçambique  
Maputo*

Nota Nº *1136*/GM-MJCR/ 022.1/ 2017

Maputo, 17 de Agosto de 2017

**Assunto: Vaga para o posto de Director do Departamento de Assuntos Legais da Organização para a Cooperação Islâmica.**

Por meio desta levamos a conhecimento de Vossa Excelência da abertura de concurso para o preenchimento da vaga de Director do Departamento de Assuntos Legais da Organização para a Cooperação Islâmica; organização baseada em Jeddah no Reino da Arábia Saudita.

Os interessados deverão depositar as candidaturas no Ministério da Justiça, Assuntos Constitucionais e Religiosos e Constitucionais, situada na Avenida Julius Nherere, N.º 33 telf. 21-491613/497283 Fax:. 21- 487873/494264 Cidade de Maputo - Moçambique durante as horas normais de expediente até ao dia 18 de Setembro de 2017.

Os requisitos para candidaturas seguem em anexo. A selecção das candidaturas será feita pela Organização para a Cooperação Islâmica reservando para ela o direito de contactar somente os candidatos seleccionados.

Sem mais de momento os nossos melhores cumprimentos

O Chefe do Gabinete  
*Sérgio Raimundo Matule*  
**Sérgio Raimundo Matule**  
(Conservador e Notário Superior)





**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.

M/12

- 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.



سند استلام  
Receipt Voucher

نأمل تأكيد الاستلام، وإعادة المستند بعد توقيعه على الفاكس التالي: (+966 12 65 31 459)

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

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للاستفسار يرجى الاتصال على التلفون رقم: (+966) 12 651 5222 توصيلة 1969  
For inquiries, please contact us on telephone number: (+966) 12 651 5222 Ext. 1969  
or email: bo.cabinet@oic-ocl.org

**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)

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