



Vacancy Announcement

The Islamic World Educational, Scientific and Cultural Organization (ICESCO)

will reopen applications for the post:

Expert at the department of Legal Affairs

Post: Expert at the department of legal affairs

Position number: P022

Announcement reference: LAD_001_22

Location : Islamic World Educational, Scientific and Cultural Organization (ICESCO), Rabat, Kingdom of Morocco

Duration of contract: twelve months (renewable)

Recruitment open for: external candidates

Deadline: 25/05/2022

E-mail address: icescoemployment@icesco.org

I. Objective

Protection of the Organization from any legal risks that may arise out of the taken Procedures and its followed practices, in addition to protecting and preserving its rights and gains.

II. Tasks

- Ensure the integrity of procedures, documents, contracts and agreements.
- Responsibility for drafting, studying, and validating legal acts (contracts, MOU, agreements, and conventions).
- Contribute to the preparation and implementation of the work plan of the Legal Affairs Department.
- provision of legal support and advice to ICESCO's general management.
- provision of legal support and advice to all ICESCO's departments and directorates.
- Prepares and reviews agreements and contracts concluded by the organization with entities and individuals
- Follows up on legislative developments, decisions, and Recommendations related to the organization's competencies.
- Follow up the implementation of the decisions issued by the constitutional structures of the organization.
- Any other tasks assigned to him in the field of specialization.

III. Qualifications and requirements

Academic qualifications:

A postgraduate degree in International Law

Professional experience:

- Minimum of 10 years of experience in the field international law.
- Minimum of 5 years of experience within the legal department of an international group or a reputable law firm.
- Minimum of 3 years of experience in an international organization.

Languages:

Good command of at least two of ICESCO's working languages (Arabic, English and French).

Skills and competencies:

- Editorial and interpersonal skills.
- Have excellent communication, presentation and negotiating skills.
- Have excellent writing and analytical skills.
- Ability to write qualitative Contracts.
- Ability to produce qualitative Reports

IV. Salary, allowances and benefits

- The employee shall be entitled to the allowances and benefits set forth in ICESCO's Personnel Regulations.
- The processing of applications shall be subject to the abovementioned criteria and may include tests or evaluations in addition to a job interview.

Note that principle of geographical diversity and the principle of gender balance are taken into consideration.

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