

WDO/N.V./114/21

Attachments: 26

Date: 12th October 2021

No. of Pages: 27

Note Verbal

The Executive Secretariat of the Women Development Organization (WDO) in the Member States of the Organization of Islamic Cooperation (OIC) presents its best compliments to the esteemed Government of the Republic of Maldives, and has the pleasure to announce the opening of the following job vacancies:

- Senior Program Officer;
 - Senior Strategic Partnerships Officer;
 - Senior Legal Officer.
- (Attached Terms of Reference for each Post)

The deadline for accepting applications to fill the mentioned jobs vacancies is **2nd November, 2021 at 12 midnight Cairo time.**

The Executive Secretariat of the Women Development Organization (WDO) in the Member States of the Organization of Islamic Cooperation (OIC) seizes this opportunity to express its sincere appreciation to the esteemed Government of the Republic of Maldives.

Cairo: 12th October 2021



To: H.E. Aishath Mohamed Didi

Minister of Gender, Family, and Social Services.



Terms of Reference
for the Post of
Senior Program Officer

for the Women Development Organization (WDO)

A. JOB INFORMATION:

Job title: Senior Program Officer

Level: P3

Job Posting: 12 October 2021

Contract Type: Fixed Term Appointment

Closing Date: 2nd November 2021

Duty Station: WDO HQ, Cairo/ Egypt

Nationals ONLY of: Burkina Faso, Cameroon, Djibouti, Egypt, United Arab Emirates, Gabon, Gambia, Guinea (Conakry), Kuwait, Maldives, Mauritania, Niger, Pakistan, Palestine, Kingdom of Saudi Arabia.

B. WOMEN DEVELOPMENT ORGANIZATION (WDO)

Developed societies are built on cooperation and partnership between men and women, without discrimination separating them. The Islamic world renaissance is not deviating from this rule. From this standpoint, the Organization of Islamic Cooperation (OIC) has adopted women's issues, whether in its internal work or at the social, educational, economic, political spheres.

The OIC within the framework of its innovative vision, has given additional support to women's issues by adopting the establishment of a specialized organization dealing with those crucial issues, aiming to empower, integrate and support women and girls in the political, social, educational, cultural, and economic fields.

The member states of OIC believe that sustainable development and peace cannot be achieved without ensuring respect for international, regional and national commitments,



including obligations to promote and protect women's human rights as stipulated in the Beijing Declaration and Platform for Action, and the woman's World Conference and the 23rd session of the General Assembly entitled "Women 2000: Gender Equality, Development and Peace for the Twenty-first Century", and commitment to the provisions of the United Nations Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), in a manner that does not contradict with the principles of Islam, and the relevant decisions of OIC.

Since 2005, member states of OIC have committed themselves to establishing that specialized agency concerned with developing and strengthening the role of women in the society, while building capacities, skills, and competencies, through various programmatic mechanisms. The idea was developed through the proposal of the Arab Republic of Egypt to establish the Women Development Organization (WDO) in the member states of OIC. The Council of Foreign Ministers, in its 35th session, welcomed the initiative of the Arab Republic of Egypt and adopted Resolution OIC / CFM-35/2009 / ORG / RES / 4, according to which WDO was established with its HQs in Cairo– the Arab Republic of Egypt. The Organization's statute had already entered into force in 30th July, 2020.

The First Ordinary Session of the Ministerial Council of WDO was held virtually in 21st and 22nd October 2020, and approved the Organization's Rules of Procedure, its founding organizational structure, and other documents necessary to start the organization's work. The Deputy Executive Director of the Organization was also appointed.

The First Extraordinary Session of the Ministerial Council was held on from 11th till 24th March 2021 and adopted the internal financial and administrative regulation of WDO. Finally, the Second Extraordinary Session of the Ministerial Council was hosted by Egypt from 5th to 7th July 2021 during which the integrated budget of the Organization was adopted.

The importance of establishing the WDO within the OIC System:

The Ten-Year Program of Action of the (OIC-2025) included goals and objectives related to empowering women, based on equality and justice, and providing them with opportunities at all levels and in all educational, cultural, scientific, economic and political fields. The OIC Plan of Action for the Advancement of Women (OPAAW) adopted in 2016 highlights commitments made by OIC Members States towards the advancement of women. WDO targets

key priorities within these commitments for immediate action, with the aim of shifting the needle on the advancement of the implementation and monitoring of norms and standards for the advancement of women and girls, as well as to address some of the potential negative impacts of COVID-19 across WDO Member States. A priority of WDO is to boost common understanding, knowledge, action, and investments in priorities for women and girls in WDO Member States and to support those women most in need, including in crisis, post crisis or conflict settings.

The newly established WDO will be the center of the gender equality architecture of the OIC and has a quadruple mandate that encompasses normative support and policy work, advocacy and outreach, coordination, and operational activities. These four components are complimentary to one another and seek to jointly advance gender equality and women's empowerment, and promote, protect and fulfil the human rights for women and girls within WDO Member States, as well as engage in cross-regional and global exchanges around human rights of women and girls in WDO countries.

WDO's Objectives:

The aim of the Organization is to advance women in the Islamic world. It shall be concerned with everything necessary to meet this aim, in particular through:

- A. Spreading awareness of women's social, economic, political, and cultural rights and highlight the role of Islam in safeguarding the rights of Muslim women;
- B. Supporting member states in enacting the necessary legislations, laws and policies that support women's rights;
- C. Conducting research and studies and issuing books, reports and publications that contribute to directing awareness of women's issues and achieving sustainable development goals related to women;
- D. Supporting national efforts by strengthening the capacities of government institutions, civil society organizations and the private sector;
- E. Raising awareness of the importance of empowering women in leadership roles;

- F. Establishing an institutional mechanism and an observatory to follow up on women's issues, monitor successful experiences and practices, and disseminate them to member states;
- G. Implementing policies, directions, and decisions of the Organization of Islamic Cooperation in the areas of women's development and advancing their capabilities;
- H. Establishing and supporting projects relevant to sustainable development goals;
- I. Organizing conferences, seminars and workshops in the member states that aim to enhance the role of women in society and raise awareness of their issues.

C. DESCRIPTION OF DUTIES

Within delegated authority, the Senior Program Officer will be responsible for the following duties:

1. Preparing the strategic components for WDO projects;
2. Developing a systematic proposal that guides programs and activities to ensure that objectives are achieved and tools to evaluate these achievements exist;
3. Assisting the Director of Programs, Policies and Inter-Governmental Support in the preparation of WDO annual programming plan of action;
4. Assisting the Director of Programs, Policies and Inter-Governmental support in the preparation of annual programming budget in cooperation with other departments;
5. Preparing WDO's strategies for its projects;
6. Preparing an assessment of the projects implemented in the light of the plans developed and reporting to the Director of Programs, Policies and Inter-Governmental Support;
7. Leading a range of issues related to public international law, including the interpretation and application of constitutive, legislative and other instruments governing WDO activities and operations, in consultation with Senior Legal Officers;
8. Undertaking extensive review of legal documents, instruments (agreements, MOUs, etc.) or other material relevant to the programmatic cycle of WDO;

9. Developing drafts of background papers, project documents, legal instruments, studies, and reports relevant to the programmatic cycle of WDO;
10. Ensuring that Project Partnership Agreements (PPAs) are established in a timely manner, regularly monitored, and reported on in line with WDO's partnership policies and guidelines including the MPTF;
11. Making sure that technical activities implemented directly by WDO are functioning in a timely manner, regularly monitored, and reporting on in line with WDO's programming policies and guidelines;
12. Assisting in developing contingency plans and adjusting programming to respond to new and emerging operational challenges for the Organization;
13. Ensuring that WDO and partner staff are familiar with WDO's program policies and guidelines, including in Results Based Management (RBM);
14. Undertaking field visits to evaluate and improve the planning, programming, implementation and monitoring of WDO programmatic cycle;
15. Applying WDO's corporate tools to record data, assess the technical soundness of the operation and generate data for evidence-based decisions at the country-level;
16. Participating in the development, implementation, and evaluation of various capacity development programs such as governance and resource stewardship, professional certification, and operational support training program in various functional areas;
17. Supervising support staff, including distribution and review of work assignments, training, and inputs to performance evaluation;
18. Performing other duties as assigned.

D. REQUIRED QUALIFICATIONS

Education:

- Advanced university degree (master's or equivalent) in gender, law, international relations, public policy, or any other related field;

Work Experience:

- A minimum of ten (10) years of progressively responsible experience in project/program management or related area;
- Professional International and governmental experience in related field;

Languages:

- Excellent command of two of WDO's languages (spoken and written) and English must be one of them;
- Fluency of a third language of WDO is an asset.

Desirable:

- Experience in working in any other International Organization;
- Knowledge of WDO rules and regulations.
- Knowledge of rules and regulations of the Organization of Islamic Cooperation.

E. SKILLS

Professionalism:

- Ability to identify issues, analyze and participate in the resolution of issues/problems;
- Conceptual analytical and evaluative skills to conduct independent research and analysis;
- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities;
- Ability to direct, supervise and train support staff;
- Show pride in work and in achievements; demonstrates professional competence and mastery of subject matter;
- Remains calm in stressful situations.
- High presentation skills;

- Knowledge and understanding of theories, concepts and approaches relevant to operational support capacity development, training, knowledge management and governance;

F. WDO COMPETENCIES

- Teamwork;
- Respecting and promoting individual and cultural differences;
- Communication;
- Producing results;
- Building and promoting partnerships across the organization and beyond.

G. ADDITIONAL INFORMATION

1. Only candidates under serious consideration will be contacted.
2. If your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WDO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
3. Any appointment/extension of appointment is subject to WDO Staff Regulations, Staff Rules and Manual.



Terms of Reference
for the Post of
Senior Strategic Partnerships Officer
for the Women Development Organization (WDO)

H. JOB INFORMATION:	
<u>Job title:</u> Senior Strategic Partnerships Officer <u>Job Posting:</u> 12th October 2021 <u>Closing Date:</u> 2nd November 2021	<u>Level:</u> P3 <u>Contract Type:</u> Fixed Term Appointment <u>Duty Station:</u> WDO Headquarters, Cairo/ Egypt
<u>Nationals ONLY of:</u> Burkina Faso, Cameroon, Djibouti, Egypt, United Arab Emirates, Gabon, Gambia, Guinea (Conakry), Kuwait, Maldives, Mauritania, Niger, Pakistan, Palestine, Kingdom of Saudi Arabia.	

I. WOMEN DEVELOPMENT ORGANIZATION (WDO)
<p>Developed societies are built on cooperation and partnership between men and women, without discrimination separating them. The Islamic world renaissance is not deviating from this rule. From this standpoint, the Organization of Islamic Cooperation (OIC) has adopted women's issues, whether in its internal work or at the social, educational, economic, political spheres.</p> <p>The OIC within the framework of its innovative vision, has given additional support to women's issues by adopting the establishment of a specialized organization dealing with those crucial issues, aiming to empower, integrate and support women and girls in the political, social, educational, cultural, and economic fields.</p> <p>The member states of OIC believe that sustainable development and peace cannot be achieved without ensuring respect for international, regional and national commitments, including obligations to promote and protect women's human rights as stipulated in the Beijing Declaration and Platform for</p>



Action, and the woman's World Conference and the 23rd session of the General Assembly entitled "Women 2000: Gender Equality, Development and Peace for the Twenty-first Century", and commitment to the provisions of the United Nations Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), in a manner that does not contradict with the principles of Islam, and the relevant decisions of OIC.

Since 2005, member states of OIC have committed themselves to establishing that specialized agency concerned with developing and strengthening the role of women in the society, while building capacities, skills, and competencies, through various programmatic mechanisms. The idea was developed through the proposal of the Arab Republic of Egypt to establish the Women Development Organization (WDO) in the member states of OIC. The Council of Foreign Ministers, in its 35th session, welcomed the initiative of the Arab Republic of Egypt and adopted Resolution OIC / CFM-35/2009 / ORG / RES / 4, according to which WDO was established with its HQs in Cairo– the Arab Republic of Egypt. The Organization's statute had already entered into force in 30th July, 2020.

The First Ordinary Session of the Ministerial Council of WDO was held virtually in 21st and 22nd October 2020, and approved the Organization's Rules of Procedure, its founding organizational structure, and other documents necessary to start the organization's work. The Deputy Executive Director of the Organization was also appointed.

The First Extraordinary Session of the Ministerial Council was held on from 11th till 24th March 2021 and adopted the internal financial and administrative regulation of WDO. Finally, the Second Extraordinary Session of the Ministerial Council was hosted by Egypt from 5th to 7th July 2021 during which the integrated budget of the Organization was adopted.

The importance of establishing the WDO within the OIC System:

The Ten-Year Program of Action of the (OIC-2025) included goals and objectives related to empowering women, based on equality and justice, and providing them with opportunities at all levels and in all educational, cultural, scientific, economic and political fields. The OIC Plan of Action for the Advancement of Women (OPAAW) adopted in 2016 highlights commitments made by OIC Members States towards the advancement of women. WDO targets key priorities within these commitments for immediate action, with the aim of shifting the needle on the advancement of the implementation and monitoring of norms and standards for the advancement of women and girls, as well as to address some of the potential negative impacts of COVID-19 across WDO Member States. A priority of WDO is to boost common understanding, knowledge, action, and investments in priorities for women and girls



in WDO Member States and to support those women most in need, including in crisis, post crisis or conflict settings.

The newly established WDO will be the center of the gender equality architecture of the OIC and has a quadruple mandate that encompasses normative support and policy work, advocacy and outreach, coordination, and operational activities. These four components are complimentary to one another and seek to jointly advance gender equality and women's empowerment, and promote, protect and fulfil the human rights for women and girls within WDO Member States, as well as engage in cross-regional and global exchanges around human rights of women and girls in WDO countries.

WDO's Objectives:

The aim of the Organization is to advance women in the Islamic world. It shall be concerned with everything necessary to meet this aim, in particular through:

- J. Spreading awareness of women's social, economic, political, and cultural rights and highlight the role of Islam in safeguarding the rights of Muslim women;
- K. Supporting member states in enacting the necessary legislations, laws and policies that support women's rights;
- L. Conducting research and studies and issuing books, reports and publications that contribute to directing awareness of women's issues and achieving sustainable development goals related to women;
- M. Supporting national efforts by strengthening the capacities of government institutions, civil society organizations and the private sector;
- N. Raising awareness of the importance of empowering women in leadership roles;
- O. Establishing an institutional mechanism and an observatory to follow up on women's issues, monitor successful experiences and practices, and disseminate them to member states;
- P. Implementing policies, directions, and decisions of the Organization of Islamic Cooperation in the areas of women's development and advancing their capabilities;
- Q. Establishing and supporting projects relevant to sustainable development goals;
- R. Organizing conferences, seminars and workshops in the member states that aim to enhance the role of women in society and raise awareness of their issues.

J. DESCRIPTION OF DUTIES

a. Initiates and maintains partnerships for WDO through:

- Managing current partnerships effectively, developing and implementing new approaches to build on existing relationships, maximizing their engagement at all levels;
- Maintaining an external orientation and a high tempo of external contact with prospective and current corporate and development partners;
- Supporting and leading the identification of potential partnerships with different stakeholders including international organizations and foundations, international, regional and cross-regional financial institutions, civil society, academia and private sector;
- Creating innovative ideas for strategic partnerships and identifying suitable funding initiatives.

b. Writes proposals and fulfills reporting requirements as follows:

- Developing partnership agreements and MOU's in cooperation with the Legal Counselor;
- Preparing and submitting tailored proposals and applications as specified by the targeted organizations;
- Preparing project frameworks, monitoring and reporting on the implementation of partnerships and ensuring the fulfillment of partners' reporting requirements.

K. REQUIRED QUALIFICATIONS

Education:

- Advanced university degree (Master's or equivalent) in international relations, public administration, law or any other related field;
- International Law background is an asset.

Work Experience:

- A minimum of ten (10) years of combined progressively responsible experience in governmental, regional and international affairs and/or partnership development and management;
- Substantive experience working with Government and civil society partners in multilateral negotiations, often on complex and politically sensitive issues.

Languages:

- Excellent command of two of WDO's languages (spoken and written) and English must be one of them;
- Fluency of a third language of WDO is an asset.

Desirable:

- Familiarity with OIC and UN Common System and practices;
- Work experience in partnerships in an international, regional or cross-regional organization;
- Broad network of international regional or/and cross regional relations.

L. SKILLS

- Strong understanding and knowledge of the OIC system, including the privileges and immunities of international organizations, and international administrative law as practiced in international organizations;
- Strong communications, interpersonal, and facilitation skills;
- Ability to develop systems and procedures;
- Excellent verbal communication skills, including a demonstrated ability to provide oral briefings on complex issues;
- Demonstrated consciousness and efficiency in meeting commitments, observing deadlines and achieving results;
- Sensitivity to other's point of view to influence behavior, change an opinion, or turn a situation around;
- Ability to run effective meetings and facilitate group discussions; to lead decision-making processes;
- Strong skills in external/donor relations, resource mobilization and grant management;
- Excellent skills in negotiating and building partnerships with governmental and non-governmental partners;
- Good experience in effective working relations with multidisciplinary and multicultural teams.

M. WDO COMPETENCIES

- Teamwork;
- Respecting and promoting individual and cultural differences;
- Communication;
- Producing results.

N. ADDITIONAL INFORMATION

4. Only candidates under serious consideration will be contacted;
5. If your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WDO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review;
6. Any appointment/extension of appointment is subject to WDO Staff Regulations, Staff Rules and Manual.



Terms of Reference

for the Post of

Senior Legal Officer

for the Women Development Organization (WDO)

O. JOB INFORMATION:

Job title: Senior Legal Officer

Level: P3

Job Posting: 12th October 2021

Contract Type: Fixed Term Appointment.

Closing Date: 2nd November 2021

Duty Station: WDO HQ, Cairo/ Egypt.

Nationals ONLY of: Burkina Faso, Cameroon, Djibouti, Egypt, United Arab Emirates, Gabon, Gambia, Guinea (Conakry), Kuwait, Maldives, Mauritania, Niger, Pakistan, Palestine, Kingdom of Saudi Arabia.

P. WOMEN DEVELOPMENT ORGANIZATION (WDO)

Developed societies are built on cooperation and partnership between men and women, without discrimination separating them. The Islamic world renaissance is not deviating from this rule. From this standpoint, the Organization of Islamic Cooperation (OIC) has adopted women's issues, whether in its internal work or at the social, educational, economic, political spheres.

The OIC within the framework of its innovative vision, has given additional support to women's issues by adopting the establishment of a specialized organization dealing with those crucial issues, aiming to empower, integrate and support women and girls in the political, social, educational, cultural, and economic fields.

The member states of OIC believe that sustainable development and peace cannot be achieved without ensuring respect for international, regional and national commitments, including obligations to promote and protect women's human rights as stipulated in the Beijing Declaration and Platform for Action, and the woman's World Conference and the 23rd session of the General Assembly entitled "Women 2000: Gender Equality, Development and Peace for the Twenty-first Century", and commitment to the provisions of the United Nations Convention on the Elimination of All Forms of



Discrimination Against Women (CEDAW), in a manner that does not contradict with the principles of Islam, and the relevant decisions of OIC.

Since 2005, member states of OIC have committed themselves to establishing that specialized agency concerned with developing and strengthening the role of women in the society, while building capacities, skills, and competencies, through various programmatic mechanisms. The idea was developed through the proposal of the Arab Republic of Egypt to establish the Women Development Organization (WDO) in the member states of OIC. The Council of Foreign Ministers, in its 35th session, welcomed the initiative of the Arab Republic of Egypt and adopted Resolution OIC / CFM-35/2009 / ORG / RES / 4, according to which WDO was established with its HQs in Cairo– the Arab Republic of Egypt. The Organization's statute had already entered into force in 30th July, 2020.

The First Ordinary Session of the Ministerial Council of WDO was held virtually in 21st and 22nd October 2020, and approved the Organization's Rules of Procedure, its founding organizational structure, and other documents necessary to start the organization's work. The Deputy Executive Director of the Organization was also appointed.

The First Extraordinary Session of the Ministerial Council was held on from 11th till 24th March 2021 and adopted the internal financial and administrative regulation of WDO. Finally, the Second Extraordinary Session of the Ministerial Council was hosted by Egypt from 5th to 7th July 2021 during which the integrated budget of the Organization was adopted.

The importance of establishing the WDO within the OIC System:

The Ten-Year Program of Action of the (OIC-2025) included goals and objectives related to empowering women, based on equality and justice, and providing them with opportunities at all levels and in all educational, cultural, scientific, economic and political fields. The OIC Plan of Action for the Advancement of Women (OPAAW) adopted in 2016 highlights commitments made by OIC Members States towards the advancement of women. WDO targets key priorities within these commitments for immediate action, with the aim of shifting the needle on the advancement of the implementation and monitoring of norms and standards for the advancement of women and girls, as well as to address some of the potential negative impacts of COVID-19 across WDO Member States. A priority of WDO is to boost common understanding, knowledge, action, and investments in priorities for women and girls in WDO Member States and to support those women most in need, including in crisis, post crisis or conflict settings.



The newly established WDO will be the center of the gender equality architecture of the OIC and has a quadruple mandate that encompasses normative support and policy work, advocacy and outreach, coordination, and operational activities. These four components are complimentary to one another and seek to jointly advance gender equality and women's empowerment, and promote, protect and fulfil the human rights for women and girls within WDO Member States, as well as engage in cross-regional and global exchanges around human rights of women and girls in WDO countries.

WDO's Objectives:

The aim of the Organization is to advance women in the Islamic world. It shall be concerned with everything necessary to meet this aim, in particular through:

- S. Spreading awareness of women's social, economic, political, and cultural rights and highlight the role of Islam in safeguarding the rights of Muslim women;
- T. Supporting member states in enacting the necessary legislations, laws and policies that support women's rights;
- U. Conducting research and studies and issuing books, reports and publications that contribute to directing awareness of women's issues and achieving sustainable development goals related to women;
- V. Supporting national efforts by strengthening the capacities of government institutions, civil society organizations and the private sector;
- W. Raising awareness of the importance of empowering women in leadership roles;
- X. Establishing an institutional mechanism and an observatory to follow up on women's issues, monitor successful experiences and practices, and disseminate them to member states;
- Y. Implementing policies, directions, and decisions of the Organization of Islamic Cooperation in the areas of women's development and advancing their capabilities;
- Z. Establishing and supporting projects relevant to sustainable development goals;
- AA. Organizing conferences, seminars and workshops in the member states that aim to enhance the role of women in society and raise awareness of their issues.

Q. DESCRIPTION OF DUTIES

Within delegated authority, the Senior Legal Officer will be responsible for the following duties:

- Providing legal counseling to all WDO departments;
- Providing legal advice, training, outreach and assistance on matters relating to administrative and employment law issues; in particular, advises on investigations and disciplinary matters;
- Preparing legal opinions on cases involving legal issues;
- Ensuring the integration of the legal function in all aspects of the WDO's strategic, policy, programmatic and protection activities;
- Analyzing legal risks facing the Organization and proposes measures to minimize them;
- Ensuring the consistent interpretation and application of the Organization's regulatory framework and international law throughout the Organization;
- Negotiating and settling claims and disputes arising from agreements, contracts, and other arrangements between the Organization and different stakeholders;
- Providing legal advice on issues relating to the status of the Organization and privileges and immunities, to ensure respect for the privileges and immunities of WDO, its officials and experts on missions;
- Advising on areas where changes may be warranted to standard forms of contracts and agreements to strengthen WDO's accountability and its effectiveness and efficiency;
- Advising on the interpretation, application and enforcement of the Organization's regulatory framework;
- Providing legal advice in relation to matters arising out of WDO's investigative activities and overseeing the provision of investigative services to WDO, including act as focal point on issues arising out of investigations, facilitating queries, receiving and analyzing case reports and providing advice to management, providing input into internal and external reports on investigative activities;
- Preparing written responses and other submissions as required.
- Performing other duties as assigned.

R. REQUIRED QUALIFICATIONS

Education:

- Advanced university degree (master's or equivalent) in law;
- International Law is a must.

Work Experience:

- At least 10 years of relevant professional experience;
- Experience in designing and developing legal systems and procedures;
- Strong knowledge of international law;
- Fully proficient computer skills and ability to use relevant software applications, in particular information databases, internet/intranet services, library sources, etc.;

Languages:

- Excellent command of two of WDO's languages (spoken and written) and English must be one of them;
- Fluency of a third language of WDO is an asset.

Desirable:

- Familiarity with UN and OIC Common System and practices;
- Experience in working in any other International Organization;
- Knowledge of WDO is an asset;
- Strong understanding and knowledge of the OIC system, including the privileges and immunities of international organizations, and international administrative law as practiced in international organizations;
- Excellent knowledge of the constitutional, legislative and administrative basis for WDO's mandate (Rules of procedure, relevant OIC resolutions and other relevant resolutions and decisions, WDO's Financial Regulations and Rules, Staff Regulations and Rules).

S. SKILLS

- Demonstrated consciousness and efficiency in meeting commitments, observing deadlines and achieving results;
- Sensitivity to other's point of view to influence behavior, change an opinion, or turn a situation around;
- Good experience in effective working relations with multidisciplinary and multicultural teams;
- Ability to identify issues, analyze and participate in the resolution of issues/problems;
- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities;
- Ability to direct, supervise and train support staff;

- Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter;
- Remains calm in stressful situations.

T. WDO COMPETENCIES

- Teamwork;
- Respecting and promoting individual and cultural differences;
- Communication;
- Producing results;
- Building and promoting partnerships across the organization and beyond.

U. ADDITIONAL INFORMATION

7. Only candidates under serious consideration will be contacted;
8. If your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WDO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
9. Any appointment/extension of appointment is subject to WDO Staff Regulations, Staff Rules and Manual.

Application Form

Note: Type or print in ink.

1. Surname

2. First names

3. Date of birth
day month year

4. Place of birth

5. Sex
Male ☐ Female ☐

6. Nationality

7. Marital status Single ☐ Married ☐ Separated ☐ Widow(er) ☐ Divorced ☐

8. Address

9. Telephone numbers:

10. E-mail address:

Telephone No.

Mobile;
Work;

11. Would you accept employment for less than six months? Yes ☐ No ☐

12. Languages – indicate mother tongue 1st

	Read	Write	Speak	Understand
	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient
	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient
	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient	<input type="checkbox"/> none <input type="checkbox"/> limited <input type="checkbox"/> working knowledge <input type="checkbox"/> proficient

13. EDUCATION:

A. List all educational institutions attended, including secondary school, and diplomas/degrees or equivalent qualifications obtained (highest level education first). Give the exact name of the institution and the title of degrees, diplomas, etc.

Name, place and country	Attended from/to Mo./Year Mo. /Year	Degrees / Diplomas obtained	Main course of study	In person or online/remote?

--	--	--	--	--	--

B. Training courses / learning activities

Name, place and country	Type	Attended from/to Mo/Year Mo. /Year	Certificates or Diplomas obtained	In person or online/remote?

14. List membership of professional societies and activities in civic, public or international affairs

15. List any significant publications you have written

16. Work Experience: Start with your present post. If you need more space, attach additional pages of the same size. Provide gross salary **per annum** and **indicate currency** for your last or present post.

A. PRESENT POST (Last post, if not presently employed)

FROM	TO	SALARIES PER ANNUM		TITLE:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER:				TYPE OF BUSINESS:
ADDRESS OF EMPLOYER				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
				NAME OF SUPERVISOR: E-mail Address and Telephone No. of Supervisor:
				Do/did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:
Description of your duties and related accomplishments:				

Reason for leaving:				
B. PREVIOUS POSTS (most recent post first)				
FROM	TO	SALARIES PER ANNUM		TITLE:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS:
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:
				E-mail Address and Telephone No. of Supervisor:
				Did you supervise staff? If so:
				Number of professional staff supervised: Number of support staff supervised:
Description of your duties and related accomplishments:				
Reason for leaving:				
FROM	TO	SALARIES PER ANNUM		TITLE:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS:
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:
				E-mail Address and Telephone No. of Supervisor:
				Did you supervise staff? If so:
				Number of professional staff supervised: Number of support staff supervised:
Description of your duties and related accomplishments:				
Reason for leaving:				
FROM	TO	SALARIES PER ANNUM		TITLE:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS:
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:
				E-mail Address and Telephone No. of Supervisor:
				Did you supervise staff? If so:
				Number of professional staff supervised: Number of support staff supervised:

Description of your duties and related accomplishments:				
Reason for leaving:				
FROM	TO	SALARIES PER ANNUM		TITLE:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS:
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:
				E-mail Address and Telephone No. of Supervisor:
				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:
Description of your duties and related accomplishments:				
Reason for leaving:				
FROM	TO	SALARIES PER ANNUM		TITLE:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS:
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:
				E-mail Address and Telephone No. of Supervisor:
				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:
Description of your duties and related accomplishments:				
Reason for leaving:				
FROM	TO	SALARIES PER ANNUM		TITLE:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS:
				EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR:
				E-mail Address and Telephone No. of Supervisor:
				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:

				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:
Description of your duties and related accomplishments:				
Reason for leaving:				
FROM	TO	SALARIES PER ANNUM		TITLE:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS: EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR: E-mail Address and Telephone No. of Supervisor:
				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:
Description of your duties and related accomplishments:				
Reason for leaving:				
FROM	TO	SALARIES PER ANNUM		TITLE:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS: EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR: E-mail Address and Telephone No. of Supervisor:
				Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:
Description of your duties and related accomplishments:				
Reason for leaving:				
FROM	TO	SALARIES PER ANNUM		TITLE:
Month/Year	Month/Year	Starting (gross)	Final (gross)	
NAME OF EMPLOYER				TYPE OF BUSINESS: EMPLOYMENT TYPE: Full time: <input type="checkbox"/> Part Time: <input type="checkbox"/> (%)
ADDRESS OF EMPLOYER				NAME OF SUPERVISOR: E-mail Address and Telephone No. of Supervisor:

	Did you supervise staff? If so: Number of professional staff supervised: Number of support staff supervised:	
Description of your duties and related accomplishments:		
Reason for leaving:		
17. Have you any objections to our making inquiries of: (a) your present employer? No <input type="checkbox"/> Yes <input type="checkbox"/> (b) your previous employers? No <input type="checkbox"/> Yes <input type="checkbox"/>		
18. References: list three persons not related to you who are familiar with your character and qualifications and who may be contacted for a reference WDO will not seek a reference from your <i>current</i> employer without obtaining prior consent. However, please note that WDO may seek references from your <i>former</i> employers.		
Full Name	Full Address, including E-Mail Address and Telephone Number	Name of Organization, Business or Occupation
19. State any other relevant facts in support of your application. Include information regarding any periods of residence outside the country of your nationality		
<div style="display: flex; justify-content: space-between;"> DATE: SIGNATURE: _____ </div>		