

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
পররাষ্ট্র মন্ত্রণালয়
আন্তর্জাতিক সংস্থাসমূহ অনুবিভাগ
ঢাকা

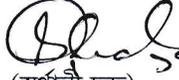
পত্র নং: ১৯.০০.০০০০.২২৫.৩১.৪০৪.১২-৬১২

১৭ ডিসেম্বর ২০১৮

বিষয় : **International Islamic Fiqh Academy** এর শূন্য পদে সার্কুলার প্রচার প্রসঙ্গে।

উপর্যুক্ত বিষয়ে নিম্নস্বাক্ষরকারী আদিষ্ট হয়ে জানাচ্ছে যে, **International Islamic Fiqh Academy** সচিবালয়ে ইসলামী শরিয়াহ বিশেষজ্ঞ এর দুইটি শূন্য পদে নিয়োগের সার্কুলার যথাযথ প্রচারের জন্য নির্দেশক্রমে এতদসঙ্গে প্রেরণ করা হলো।

সংযুক্তি: বর্ণনামতে।


(স্বর্ণালী চন্দ)

সিনিয়র সহকারী সচিব

ফোন নংঃ ৯৫৫৬৭১২

ই-মেইলঃ io1@mofa.gov.bd

io.wing.bd@gmail.com

বিতরণঃ প্রয়োজনীয় কার্যার্থেঃ

- ১। সচিব, ধর্ম বিষয়ক মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা (দৃ. আ.- সচিবের একান্ত সচিব)।
- ২। মহাপরিচালক, ইসলামিক ফাউন্ডেশন, আগারগাঁও, শেরেবাংলা নগর, ঢাকা।

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Organization of Islamic Cooperation
International Islamic Fiqh Academy



Organisation de Coopération Islamique
Académie Internationale du Fiqh Islamique

N° 378 /IIFA/DAF-2018/NV

Jeddah, December 6, 2018

The Secretariat of the International Islamic Fiqh Academy presents its compliments to the **Consulate General of the People's Republic of Bangladesh in Jeddah and,**

referring to the recommendation of the 46th session of the OIC Permanent Finance Committee, held in Jeddah (Kingdom of Saudi Arabia), from May 22 to 24, 2017, requesting that Member States be informed of vacancies at the General Secretariat and its subsidiary institutions, as soon as they occur, taking into account, in so doing, the relevant provisions of the OIC Charter regarding the respect of the principle of equitable geographical distribution in the allocation of posts;

and taking into account the wish of the Academy to recruit a certain number of employees holding a PhD, a Master's degree.

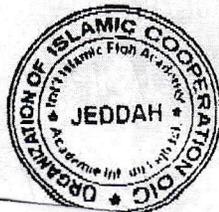
The list of conditions to be fulfilled by the candidates for the above vacancies is herewith attached. The Academy Secretariat would like to remind that this announcement will also be published on its **official website: <http://www.iifa-aifi.org>**. Interested parties may also send their requests **by e-mail** to the following address jobvacancies@iifa-aifi.org or through the diplomatic channels accredited in Saudi Arabia, **before December 31, 2018, at the latest.**

While thanking the **General Consulate** for its kind cooperation and diligence in this matter, the Secretariat of the Academy avails itself of this opportunity to renew to it, the assurances of its highest consideration.)

General Consulate of the People's Republic of Bangladesh,

Jeddah

Enc.: As stated above



"JOB VACANCY "

Announcement of the availability of two vacant positions (2) of SPECIALIST IN ISLAMIC SHARIAA at the Secretariat of the International Islamic Fiqh Academy in the professional category staff .

1. **Work place:** Secretariat of the International Islamic Fiqh Academy in Jeddah, KSA.
2. **Work Period and Salary:** the selected candidate will be proposed a one year renewable contract which will be determined in accordance with his qualifications and experience.
3. **Special conditions:**
 - Holding a Doctorate (PhD) in Islamic shariaa.
 - The candidate must have at least ten (10) years experience in his field of expertise.
 - Be able to withstand work pressure within the Department team.
4. The candidates must be fluent in Arabic (Primary working language) and at least in one of the two (2) other official languages of the Academy: English and French. Advantage will be given to the candidate the most fluent in the two languages.

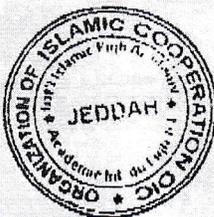
General requirements:

- The candidate must be a Muslim and a citizen of one of OIC the Member States that regularly fulfill their financial obligations to the budget of the International Islamic Fiqh Academy.
- Be the candidate proposed by his country or present official proof that the latter has no objection to his appointment.
- The candidate must not be more than 56 years old, in accordance with the rules and regulations in force governing OIC staff.
- Must be free from any diseases or disabilities that could hinder his job as required.

How to file your application:

Kindly send your application and Resume to:
The Secretary of the International Islamic Fiqh Academy
PoBox 13719
JEDDAH 21414 (Kingdom of Saudi Arabia)
Fax: +96622575661/+96626979329
Email : jobvacancies@iifa-aifi.org

NB: Applications directly submitted in person to the Secretariat of the Academy will not be accepted.



"JOB VACANCY"

Announcement of a vacant position at the Secretariat of the International Islamic Fiqh Academy for a TRILINGUAL TRANSLATOR/INTERPRETER (ARABIC/ENGLISH/FRENCH)

1. **Job title:** Trilingual Translator/Interpreter (must be fluent English and French, and able to translate/interpret from these two languages into Arabic and vice versa)
2. **Department of work:** Edition, Critical edition, Translation and Publication.
3. **Work place:** Secretariat of the International Islamic Fiqh Academy in Jeddah
4. **Work Period and Salary:** the selected candidate will be proposed a one year renewable contract which will be determined in accordance with his qualifications and experience.
5. **Job Description:** Translation of documents from Arabic into French and English and from these two languages into Arabic; Interpretation may be required on specific occasions at the Secretariat of the Academy; and any other jobs, in the framework of his duties, as may be assigned to him by the Secretary of the Academy.
6. **Special conditions:**
 - Hold a graduate, or preferably, a post-graduate degree in the field of translation from a recognized university.
 - Proven experience in the field of translation into the three above-mentioned languages;
 - Be able to withstand work pressure within the department team.
 - A good familiarity with Fiqh and Islamic law (Shari'a) terminology would be a significant advantage.

General requirements:

- Be a Muslim and a citizen of one of OIC Member States that have regularly settled their financial obligations towards the International Islamic Fiqh Academy.
- Be proposed by his country or present official proof that the latter has no objection to his appointment.
- Must not be more than 56 years old.
- Be free from any diseases or disabilities that could hinder his job as required.

How to file your application:

Kindly send your application and Resume to:
The Secretary of the International Islamic Fiqh Academy
PoBox 13719
JEDDAH 21414 (Kingdom of Saudi Arabia)

Fax: +96622575661/+96626979329

Email : jobvacancies@iifa-aifi.org

NB: Applications directly submitted in person to the Secretariat of the Academy will not be accepted.

