



ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΕΞΩΤΕΡΙΚΩΝ
ΔΙ ΔΙΕΥΘΥΝΣΗ ΗΝΘΜΕΝΩΝ ΕΘΝΩΝ
Τμήμα Αφοπλισμού & Ελέγχου Εξαγωγών

ΑΔΙΑΒΑΘΜΗΤΟ
ΕΠΕΙΓΟΝ

ΕΛΛΗΝΙΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΠΑΙΔΕΙΑΣ, ΕΡΕΥΝΑΣ ΚΑΙ ΘΡΗΣΚΕΥΜΑΤΩΝ
ΓΕΝΙΚΗ ΓΡΑΜΜΑΤΕΙΑ ΕΡΕΥΝΑΣ ΚΑΙ ΤΕΧΝΟΛΟΓΙΑΣ

Αριθμός Πρωτοκόλλου: 220717
Ημερομηνία: 23/12/2016
Χαρακτηρισμός: Π3

Αρμόδιος: Παντελής Μάρναρης
E-mail: d01@mfa.gr

Αθήνα 22 Δεκεμβρίου 2016
Α.Π. Φ. 6162.1/58935

ΠΡΟΣ : - Υπουργείο Παιδείας, Έρευνας και Θρησκευμάτων
Γενική Γραμματεία Έρευνας και Τεχνολογίας (ΓΓΕΤ)

ΥΑΑΝ18

- Υπουργείο Οικονομικών

Γενική Γραμματεία Δημοσίων Εσόδων

Γενική Διεύθυνση Γενικού Χημείου του Κράτους

Διεύθυνση Ενεργειακών, Βιομηχανικών και Χημικών Προϊόντων/Τμήμα Β'

ΚΟΙΝ.: Πρεσβεία Χάγης

Ε.Δ.: Γραμματέα ΕΘΑΧΟ, καθ. κ. Ι. Σεϊμένη

ΘΕΜΑ: «Προκήρυξη 5 θέσεων (κατηγορίας «P3» και «P4» από τον Οργανισμό Απαγόρευσης Χημικών Όπλων OPCW)».

Σας διαβιβάζουμε, συνημμένως, τις τηλεομοιοτυπίες εγγράφων του Οργανισμού Απαγόρευσης των Χημικών Όπλων (ΟΑΧΟ/OPCW), με στοιχεία:

NV/ADM/HRB/ph/136045/16 (21.12.2016)

NV/ADM/HRB/mb/136045/16 (20.12.2016)

NV/ADM/HRB/mb/136044/16 (20.12.2016)

NV/ADM/HRB/mb/136043/16 (20.12.2016)

NV/ADM/HRB/mb/135896/16 (17.11.2016)

Βάσει των ως άνω εγγράφων, ο Οργανισμός προκηρύσσει 4 θέσεις κατηγορίας «P-4» και μια θέση κατηγορίας «P-3», με προθεσμίες υποβολής αιτήσεων από τους ενδιαφερόμενους, έως και τις 02.02.2017, 01.02.2017, 01.02.2017, 01.02.2017 και 16.01.2017 αντίστοιχα.

Παρακαλούμε για την ενημέρωσή σας και τυχόν περαιτέρω αξιοποίηση των ως άνω εγγράφων.

Με εντολή Υπουργού
Η Διευθύντρια

Δέσποινα Λουρμπάκου
Πληρεξούσια Υπουργός Β'

Συν.: 15 σελ.

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS



NV/ADM/HRB/ph/136045/16

OPCW

Julian de Wittgen 22

2517 JK, The Hague

The Netherlands

Telephone + 31 (0)70 476 33 00

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www.opcw.org

The Secretariat of the Organisation for the Prohibition of Chemical Weapons (OPCW) presents its compliments to the Permanent Representations and Ministries of Foreign Affairs of the Member States of the OPCW and has the honour to draw attention to the enclosed advertised vacancy notice:

Head, Infrastructure Support Services, P-4
Administration Division

Notice of candidature for the above post should reach the Organisation by 2 February 2017.

Following the implementation of the Organisation's online application system, candidates are strongly advised to submit their applications for this vacancy online through the Organisation's website: www.opcw.org.


The Secretariat wishes to emphasise that it encourages Member States to include suitably qualified and experienced female applicants amongst the nominations they will be forwarding for this post.

The Secretariat of the Organisation for the Prohibition of Chemical Weapons thanks the Permanent Representations and Ministries of Foreign Affairs of Member States of the OPCW for their assistance in this regard and avails itself of this opportunity to renew to them the assurances of its highest consideration.



The Hague, 21 December 2016

Embassies and Ministries of Foreign Affairs of Member States to the
Organisation for the Prohibition of Chemical Weapons

 ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW) Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands VACANCY NOTICE			
Post Title:	Head, Infrastructure Support Services	Date:	20 December 2016
Post Level:	P-4	Closing Date:	2 February 2017
Vacancy Ref:	E- ADM/PSB/HISS/F0139/P-4/53/11-16	This fixed-term appointment is for a duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.	
Division:	Administration		
Branch:	Procurement and Support Services Branch		
Principal Functions		Requirements	
<p>Under the supervision of the Head, Procurement and Support Services Branch and in accordance with the OPCW Core Values of <i>Integrity, Professionalism and Respect for Diversity/Gender Equality</i>, the incumbent performs the following duties:</p> <ol style="list-style-type: none"> Manages the provision of Infrastructure Support Services and is responsible for all activities connected with maintenance and operation of OPCW facilities: Which includes <ul style="list-style-type: none"> Reviews procedures, guides the preparation of the annual and long-term maintenance programmes and directs their implementation. Provides professional advice and makes recommendations on technical and administrative matters related to the property management, Co-ordinates and oversees consultants' and contractors' activities connected with the maintenance and servicing of the building. Manages all service contracts established in support of the OPCW facilities including construction contracts. This covers over 50 contracts with a combined value of close to €4 million. Plans preventative maintenance and develops the necessary programmes and ensures they are executed to the required standards. Acts as the principal point of contact for and liaises with the building owners, representatives of the Host Country and lessors on all matters pertaining to the occupancy, rental agreements and maintenance of buildings, parking and storage used by the OPCW; Prepares and monitors budgets for all the infrastructure related expenditures. Controls, verifies and approves payments connected with all contracts administered by the section. Analyses and monitors the expenditures; As a member of the Health and Safety Committee, gives advice and takes an active role in all facility-related safety issues, especially the safety of staff and assets Plans and executes the space allocation and implements 		<p>Education (Qualifications): Essential: Advanced university degree in civil engineering, architecture, facilities management or a related field. A first level university degree in combination with qualifying experience (minimum 9 years progressively responsible experience) may be accepted in lieu of an advanced university degree. However, candidates who do not possess an advanced university degree or first university degree or the equivalent may still be appointed if their combination of education, training, self-study and working experience can be considered equivalent to the standard of knowledge normally associated with the attainment of a university degree.</p> <p>Skills and Abilities (key competencies) Experience in budget management. Outstanding listening, verbal and written communications skills, including the ability to express complex strategies in simple and actionable terms. Demonstrable personal maturity and good judgement. Previous Facilities Management experience in staff accommodation planning, maintenance and budgeting. Familiarity and proficiency in using CAD software and other Facility Management software. Extensive managerial background, preferably within an international environment and specific experience in contract management. Experience in procurement – including procuring facilities management services. Demonstrated experience in supervision of all activities relating to the maintenance and operation of a large office complexes.</p> <p>Experience A minimum of 7 years of relevant experience with an advanced degree, including international work and specific experience in working for an International Organization, preferably focused on Facilities Management. Alternatively a combination of a first university degree and a minimum of 9 years of relevant experience may be accepted. In exceptional circumstances 13 years of relevant experience with specialised training equivalent to an academic</p>	

projects connected with Organisation's infrastructure:

6. Manages the services, furniture, equipment and materials necessary for the operation and maintenance of the OPCW facilities:
7. Manages the operations of mail and courier services. Is responsible for the operation of the Correspondence Management System and is accountable for the non-confidential archives of the Organisation:
8. As section head, provides the necessary management of staff within the section, ensuring that all staff function to their full potential and achieve set objectives; both individual and team objectives.
 - Completion of all necessary elements of the OPCW Performance Management and Appraisal System in the required time and to the required standards.
 - Coach and develop staff on an ongoing basis providing feedback and opportunities to develop
 - To provide opportunities for staff to innovate and develop the service provided by the Finance branch
 - To manage attendance of staff to achieve optimal results
 - To motivate and encourage staff
 - Draft effective work plans and to participate effectively and collaboratively in performance
9. Performs other duties as required.

qualification may be accepted in lieu of a first or advanced degree.

Essential experience:

Demonstrable experience in leading a team to deliver effective Maintenance and Facilities Management services to large offices complexes and organizational entities. A track record of managing complex tasks requiring technical knowledge and experience, particularly in a multi-cultural environment.

Languages:

Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the December 2016 rate of 27.6%.

	With Dependants	No Dependants
Annual Salary (US dollars)	\$ 74,130	\$ 69,032
Post Adjustment	\$ 20,459	\$ 19,052
Total Salary	\$ 94,589	\$ 88,084

CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM

Interested applicants who are unable to submit an application online at www.opcw.org, due to technical problems, are requested to send an e-mail to Recruitment@opcw.org explaining this problem.

Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.

There are job advertisements and offers that falsely state that they are from the OPCW.

December 2016/ph

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS



NV/ADM/HRB/mb/135896/16

OPCW

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www.opcw.org

The Secretariat of the Organisation for the Prohibition of Chemical Weapons (OPCW) presents its compliments to the Permanent Representations and Ministries of Foreign Affairs of the Member States of the OPCW and has the honour to draw attention to the enclosed advertised vacancy notice:

Linguist (Russian), P-3
Secretariat for the Policy-Making Organs

Notice of candidature for the above post should reach the Organisation by 16 January 2017.

Following the implementation of the Organisation's online application system, candidates are strongly advised to submit their applications for this vacancy online through the Organisation's website: www.opcw.org.

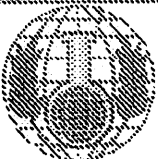
The Secretariat wishes to emphasise that it encourages Member States to include suitably qualified and experienced female applicants amongst the nominations they will be forwarding for this post.

The Secretariat of the Organisation for the Prohibition of Chemical Weapons thanks the Permanent Representations and Ministries of Foreign Affairs of Member States of the OPCW for their assistance in this regard and avails itself of this opportunity to renew to them the assurances of its highest consideration.



The Hague, 17 November 2016

Embassies and Ministries of Foreign Affairs of Member States to the
Organisation for the Prohibition of Chemical Weapons

	ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)		
	Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands		
V A C A N C Y N O T I C E			
Post Title:	Linguist (Russian) (P-3)	Date:	17 November 2016
Post Level:	P-3	Closing Date:	16 January 2017
Vacancy Ref:	E-PMO/LSB/LR/F0056/P-3/52/11-16	This fixed-term appointment is for a duration of three years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.	
Division:	Secretariat for the Policy-Making Organs		
Branch:	Language Services Branch		
Principal Functions		Requirements	
<p>Under the supervision of the Senior Linguist (Russian), and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the incumbent performs the following duties:</p> <p>1. Translation:</p> <ul style="list-style-type: none"> • Translates (from English and one other official language into the Section's language and exceptionally from the Section's language into English) official OPCW documents on political, technological, legal, financial, administrative and scientific subjects. • Translates (from English and one other official language into the Section's language and exceptionally from the Section's language into English) confidential OPCW documents. • Self-revises translated texts and revises translations prepared by free-lance and contractual translators, as required. <p>2. Interpretation:</p> <ul style="list-style-type: none"> • Provides simultaneous interpretation (from English and one other official language into the Section's language and exceptionally from the Section's language into English) for sessions and meetings of the OPCW and its policy-making organs and subsidiary bodies. The work includes interpretation of politically sensitive and/or technically complex subjects. • Provides consecutive interpretation (from English into the Section's language and from the Section's language into English) at bilateral negotiations and on official missions. <p>3. Terminology:</p> <ul style="list-style-type: none"> • Undertakes terminological research necessary to solve problems of terminology and meaning prepares glossaries, technical vocabularies and related technical tools and develops new terminology for use where terminology equivalents do not exist in the Section's language; maintains and updates the terminological database. <p>4. Performs other related duties such as:</p> <ul style="list-style-type: none"> • Participates in consultations with substantive units concerning manifest or possible inconsistencies or errors in the original text. • Keeps abreast of politically sensitive and technically complex issues, developments and terminology. • Strictly complies with the OPCW confidentiality 		<p>Essential: A degree or equivalent qualification, preferably in translation and interpretation, from a university or an institution of equivalent status. An equivalent or specialist training together with at least eleven years of relevant professional experience may be taken into consideration in lieu of a university degree.</p> <ul style="list-style-type: none"> • High level skill and ability in translation (general, specialised, and technical subjects); • Computer literacy, including knowledge and ability to work with Windows-compatible word-processing equipment; <p>Desirable: Knowledge of the Chemical Weapons Convention and related disarmament and technical issues, as well as an understanding of international affairs, is desirable.</p> <p>Skills and Abilities (key competencies):</p> <ul style="list-style-type: none"> • Ability to work effectively to meet deadlines as part of a team; • Good interpersonal skills and ability to work harmoniously in a multicultural environment; • Ability to plan and organise; • Tact, accuracy, and respect for confidentiality; • Ability to work independently or with minimal supervision in exceptional circumstances. 	
		Experience:	
		<p>Essential: At least five years with an advanced university degree (at least seven with a first-level university degree) of continuous translation and preferably interpretation experience, preferably within the United Nations system.</p>	
		Languages:	
		<p>A perfect command of the Russian language, both written and spoken, which must be a first language. An excellent knowledge of English is also required and a sound knowledge of at least one other official language of the Organisation (Arabic, Chinese, French, Spanish).</p>	

- regime and performs all relevant procedures.
- Performs supervisory functions and participates in recruitment interviews for language staff as necessary in the absence of the Senior Linguist.
- Performs other duties, as required.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the November 2016 rate of 30.3%.

	With Dependants	No Dependants
Annual Salary (US dollars)	\$ 61,470	\$ 57,379
Post Adjustment	\$18,625	\$17,385
Total Salary	\$80,095	\$74,764

CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.

Interested applicants who are unable to submit an application online at www.opcw.org, due to technical problems, are requested to send an e-mail to Recruitment@opcw.org explaining the problem.

Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.

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November 2016/mb

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS



NV/ADM/HRB/mb/136043/16

OPCW

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The Secretariat of the Organisation for the Prohibition of Chemical Weapons (OPCW) presents its compliments to the Permanent Representations and Ministries of Foreign Affairs of the Member States of the OPCW and has the honour to draw attention to the enclosed advertised vacancy notice:

Head, Data Analytics, Reporting and Quality Control Section, P-4
Verification Division

Notice of candidature for the above post should reach the Organisation by 1 February 2017.


Following the implementation of the Organisation's online application system, candidates are strongly advised to submit their applications for this vacancy online through the Organisation's website: www.opcw.org.

The Secretariat wishes to emphasise that it encourages Member States to include suitably qualified and experienced female applicants amongst the nominations they will be forwarding for this post.

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Embassies and Ministries of Foreign Affairs of Member States to the
Organisation for the Prohibition of Chemical Weapons

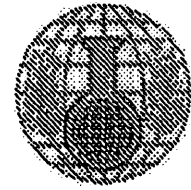
		ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)	
		Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands	
V A C A N C Y N O T I C E			
Post Title:	Head, Data Analytics, Reporting and Quality Control Section	Date:	19 December 2016
Post Level:	P-4	Closing Date:	1 February 2017
Vacancy Ref:	E-VER/DEB/ HDARQ/F0529/ P-4/54/11-16	This fixed-term appointment is for a duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.	
Division:	Verification		
Branch:	Declaratons Branch		
Principal Functions Under the direct supervision and guidance of the Head, Declarations Branch (DEB), and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the post holder has the following responsibilities:		Requirements	
<ul style="list-style-type: none"> • Lead the Section ensuring that all processes are functioning properly and serving the objectives of DEB and VER; • Manage the team and provide relevant guidance to the team members; • Coordinate Verification Information System (VIS) programme management activities; • Ensure completion of projects undertaken on time and on scope, meeting quality expectations; • Ensure that critical core business tasks, such as the site selection for inspections, are executed, meeting the expectations of other stakeholders; • Ensure timely provision of training, assistance and support to the States Parties with regard to the use of aforementioned tools and systems; • Analyse and propose ways to improve the analytical capabilities of the VER by utilising contemporary techniques and tools; • Provide input for the budget activities of the Branch and related reports on ongoing or future projects and activities; • Provide accurate, complete and timely inputs to DEB reports on VER-IT related issues to authorised recipients including Director General and Policy Making Organs (the Executive Council and the Conference). • Ensure that all activities performed by the section are fully in accordance with the confidentiality regime of the Organisation. • Manage relevant SOPs and maintain and implement (quality systems) procedures within the section as necessary. • Perform other duties, as required. 		Education (Qualifications): Essential: Advanced university degree which includes a major in information technology, statistics, mathematics or physical science; a first level university degree in combination with qualifying experience (minimum of 9 years) may be accepted in lieu of the advanced university degree. Desirable: <ul style="list-style-type: none"> • Post-graduate training or certification in Project Management from a recognized professional body • Post-graduate training or certification in data modelling, data warehousing, business intelligence and reporting solutions • Certification in Business Analysis from a recognized professional body • Certification in implementation and/or administration of relational database management systems • Experience and working knowledge in statistical programming languages • Experience and working knowledge of ITIL processes • Familiarity with Enterprise Architecture concepts and frameworks (e.g. TOGAF) • Familiarity with Information Security standards and concepts and experience working within a highly confidential environment 	
		Skills and Abilities (key competencies): <ul style="list-style-type: none"> • Leadership and management skills: <ul style="list-style-type: none"> ○ Ability to provide technical leadership in the relevant areas ○ Proven supervisory skills including demonstrated ability to establish priorities and to plan, coordinate and monitor his/her own work plan and those under his/her supervision • Ability to build trust within the team and be able to motivate the team members • Demonstrated skills in working with business partners, understanding business concepts, knowledge of business procedures and applying technical solutions based on standard industry practices • Strong interpersonal and proven communication (verbal and written) skills • Ability to understand user needs with a strong customer focus • Ability to analyse problems and react quickly in problematic situations • Excellent planning and organisational skills • Thorough understanding and knowledge of Software Development Life Cycle (SDLC) • Tact, discretion, and the ability to work harmoniously in a multicultural environment • Appreciation of the need to observe confidentiality in a highly-sensitive work area 	

	<ul style="list-style-type: none"> Flexibility and ability to work under pressure
	<p>Experience:</p> <p>Essential:</p> <ul style="list-style-type: none"> At least 7 years of experience (with an advanced university degree) in information handling including experience in designing and implementation of information management systems Proven experience in implementing Business Intelligence solutions for a medium-large organisation Proven experience as a team leader and project manager Experience in business relationship management and alignment of IT and business objectives Experience in managing portfolio of projects <p>Desirable:</p> <ul style="list-style-type: none"> Experience in applying statistical analysis methods and in using related tools Experience in implementation of database management system and related programming skills Experience in coordination of software quality management activities in a medium-large organisation Experience in working with highly confidential information. Experience in working with data sets related to the chemical industry
	<p>Languages:</p> <p>Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.</p>

<p>Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the November 2016 rate of 30.3%.</p>		With Dependants	No Dependants
	Annual Salary (US dollars)	\$ 74,130	\$ 69,032
	Post Adjustment	\$ 22,461	\$ 20,916
	Total Salary	\$ 96,591	\$ 89,948
<p>CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.</p> <p>Interested applicants who are unable to submit an application online at www.opcw.org, due to technical problems, are requested to send an e-mail to Recruitment@opcw.org explaining the problem.</p> <p>Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted.</p> <p>Applications from qualified female candidates are strongly encouraged.</p> <p>There are job advertisements and offers that falsely state that they are from the OPCW.</p>			

November 2016/mb

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS



NV/ADM/HRB/mb/136044/16

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www.opcw.org

The Secretariat of the Organisation for the Prohibition of Chemical Weapons (OPCW) presents its compliments to the Permanent Representations and Ministries of Foreign Affairs of the Member States of the OPCW and has the honour to draw attention to the enclosed advertised vacancy notice:

Senior Chemical Demilitarisation Officer, P-4
Verification Division

Notice of candidature for the above post should reach the Organisation by 1 February 2017.


Following the implementation of the Organisation's online application system, candidates are strongly advised to submit their applications for this vacancy online through the Organisation's website: www.opcw.org.

The Secretariat wishes to emphasise that it encourages Member States to include suitably qualified and experienced female applicants amongst the nominations they will be forwarding for this post.

The Secretariat of the Organisation for the Prohibition of Chemical Weapons thanks the Permanent Representations and Ministries of Foreign Affairs of Member States of the OPCW for their assistance in this regard and avails itself of this opportunity to renew to them the assurances of its highest consideration.



Embassies and Ministries of Foreign Affairs of Member States to the
Organisation for the Prohibition of Chemical Weapons

		ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)	
		Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands	
V A C A N C Y N O T I C E			
Post Title:	Senior Chemical Demilitarisation Officer	Date:	19 December 2016
Post Level:	P-4	Closing Date:	1 February 2017
Vacancy Ref:	E-VER/CDB/SCDO/F0410/ P-4/56/12-16	This fixed-term appointment is for a duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.	
Division:	Verification		
Branch:	Chemical Demilitarisation Branch		
Principal Functions		Requirements	
<p>Under the general supervision of the Head, Chemical Demilitarisation Branch, and in accordance with the OPCW Core Values of <i>Integrity, Professionalism</i> and <i>Respect for Diversity/Gender Equality</i>, the incumbent performs the following primary duties:</p> <ol style="list-style-type: none"> 1. Review State Party Declarations for the purpose of on-site inspection preparation using the Security Critical Network and/or hard-copies from the Secure Archives <ul style="list-style-type: none"> • Evaluate declared Chemical Weapons Storage Facilities (CWSFs) submitted under Article IV and Part IV(A) of the Verification Annex with respect to the object and purpose of the Convention for initial on-site inspections and to determine the frequency of further/systematic on-site inspections, inspection timing, frequency, number of inspectors, specialties, duration etc. • Evaluate and analyse declarations, destruction plans, conversion requests and verification related correspondence for Chemical Weapons Production Facilities (CWPFs) submitted under Article V and Part V of the Verification Annex with respect to the object and purpose of the Convention for initial and subsequent on-site inspections/visits and to determine from a verification-related point of view, their accuracy and consistency with the requirements of the Convention as well as the need for clarification. 2. Plan and Manage Inspection Related Matters <ul style="list-style-type: none"> • Decide the requirement for number of inspectors for specific mission. Review the draft Warning Order prepared by the Inspectorate, negotiating any changes necessary and recommending the Warning Order to Head of CDB. • Perform the duties required of the substantive officer in the case of a challenge inspection or investigation of alleged use (or contingency operations) at the CW related issues. • Develop inspection mandates for inspections at CWSFs and CWPFs. • Deliver technical briefings to the IT on all relevant information pertaining to the declared CWSFs/CWPFs to be inspected. • Monitor and support the conduct of inspection missions. • Debrief the IT upon its return to the HQ on technical, treaty-related and/or policy issues. • Finalise facility agreements for CWSFs/CWPFs which will be subjected to systematic verification arrangements. • Support Industry Verification Branch for the execution of short-term planning of allocated inspections under Part VI of the Verification Annex, dedicated to regime for schedule 1 chemicals. That includes the review of the declaration, the preparation of the inspection and the support of the IT during the ongoing inspection. This support is especially applicable for inspections dedicated to single small-scale facilities. 3. Planning and Budget, and recommendations and assessments on 		<p>Education (Qualifications):</p> <p>Essential: Advanced university degree in science (preferably in chemistry or chemical engineering from an accredited universities), a first level university degree in combination with qualifying experience (minimum 9 years) may be accepted in lieu of the advanced university degree; Equivalent specialised or technical training combined with 13 years relevant practical experience may also be considered in lieu of a first or advanced degree;</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Training in CW. <p>Skills and Abilities (key competencies):</p> <ul style="list-style-type: none"> • Computer skills in MS Word, spreadsheet and database processing; • Strong analytical and conceptual skills; • Problem-solving skills, including ability to identify and participate in the resolution of issues/problems; • Ability to plan and organise, to work under pressure of time and urgent deadlines; • Excellent communication skills (verbal and written) including ability to prepare reports and conduct presentations; • Tact, discretion and the ability to work harmoniously in a multi-cultural environment. <p>Experience:</p> <p>Essential:</p> <ul style="list-style-type: none"> • At least 7 years of relevant experience (with an advanced university degree) in the field of chemical demilitarisation and/or chemical weapons technology or another related field in chemistry, 9 years with first level degree, 13 years with equivalent or specialized training. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in the international verification of chemical demilitarisation or verification in an international organisation; • Experience in the use of databases, spreadsheet programs, and MS word processing. <p>Languages:</p> <p>High fluency in both oral and formal written English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.</p>	

the CWC

- Develop and update annual inspection plan for CW related facilities, the medium term (3-5 years) and long term (10 years) verification plans.
 - Develop annual program and budgetary assumptions for CW related verification activities as well as a mid-term program with budgetary projections. Consult with inspected State Parties on planning and budgetary issues in relation to CW verification activities.
 - Prepare, in consultation with the concerned States Parties, draft combined plans for destruction/conversion and verification of CWPFs and appropriate draft decisions, to be submitted to the Executive Council (EC) and the Conference of State Parties (CSP). Prepare certificates for completion of destruction or conversion of CWPFs for signature of the Director-General.
 - Participation, if requested, as an expert in bilateral consultations with State Parties, meetings of the EC and CSP on the issues of CWSFs/CWPFs or challenge inspection/investigation of alleged use.
 - Implement systematic verification regime in regard to CW related issues including challenge inspections and investigation of alleged use of CW to provide means to assess the compliance of the States Parties with their obligations to the Convention.
- 4.** Participate as an expert in technical visits and inspections and provide technical and lecturing support for training activities and during international events
 - 5.** Perform other duties, as required.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the December 2016 rate of 27.6%.

	With Dependants	No Dependants
Annual Salary (US dollars)	\$ 74,130	\$ 68,032
Post Adjustment	\$ 20,459	\$ 19,052
Total Salary	\$ 94,589	\$ 88,084

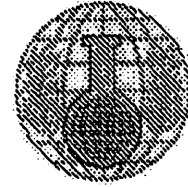
CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.

Interested applicants who are unable to submit an application online at www.un.org, due to technical problems, are requested to send an e-mail to Recruitment@ocw.org explaining the problem.

Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted. Applications from qualified female candidates are strongly encouraged.

December 2016/mb

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS



NV/ADM/HRB/mb/136045/16

OPCW

Laan de Warste 11

2412 NK The Hague

The Netherlands

Telephone +31 (0)20 41033 00

Fax +31 (0)20 406 73 13

www.opcw.org

The Secretariat of the Organisation for the Prohibition of Chemical Weapons (OPCW) presents its compliments to the Permanent Representations and Ministries of Foreign Affairs of the Member States of the OPCW and has the honour to draw attention to the enclosed advertised vacancy notice:

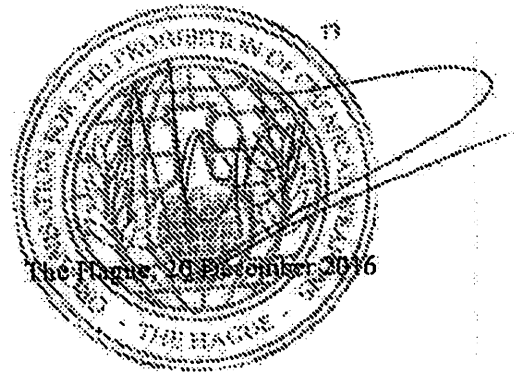
Senior Industry Officer, P-4
Verification Division

Notice of candidature for the above post should reach the Organisation by 1 February 2017.


Following the implementation of the Organisation's online application system, candidates are strongly advised to submit their applications for this vacancy online through the Organisation's website: www.opcw.org.

The Secretariat wishes to emphasise that it encourages Member States to include suitably qualified and experienced female applicants amongst the nominations they will be forwarding for this post.

The Secretariat of the Organisation for the Prohibition of Chemical Weapons thanks the Permanent Representations and Ministries of Foreign Affairs of Member States of the OPCW for their assistance in this regard and avails itself of this opportunity to renew to them the assurances of its highest consideration.



Embassies and Ministries of Foreign Affairs of Member States to the
Organisation for the Prohibition of Chemical Weapons

 ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)	
Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands	
VACANCY NOTICE	
Post Title:	Senior Industry Officer
Post Level:	P-4
Vacancy Ref:	E-VER/IVB/SIO/FD207/ P-4/58/12-16
Division:	Verification
Branch:	Industry Verification Branch
Date:	19 December 2016
Closing Date:	1 February 2017
<p>This fixed-term appointment is for a duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.</p>	
Principal Functions	Requirements
<p>Under the general supervision of the Head, Industry Verification Branch, and in accordance with the OPCW Core Values of <i>Integrity, Professionalism and Respect for Diversity/Gender Equality</i>, the incumbent performs the following primary duties and one or more in a back-up capacity, as indicated in sections 2 and 3:</p> <ol style="list-style-type: none"> Executes short-term planning of allocated inspections under Article VI (Activities not Prohibited) of the Convention, supervises their execution and facilitates the production of Final Inspection Reports (FIRs) by the Inspection Teams (ITs) within the provisions of the OPCW Confidentiality Regime and the timelines of the Convention by: <ul style="list-style-type: none"> Accessing all declarations and other documentation relevant to the inspection site, evaluating the declared information and deciding on whether the chemicals are scheduled and thresholds are appropriate for inspection; Deciding the requirement for number of inspectors for specific mission; Briefing the IT on technical, treaty-related and policy issues in relation to the inspection; Monitoring the on-site progress of the inspection and guiding and advising the IT while on-site to meet its mandate and to resolve all problematic issues during the mission; Debriefing the IT upon its return to The Hague on technical, treaty-related and/or policy issues; Advising on issues requiring further attention, uncertainties and/or possible violations of provisions of the and deciding on which issues, if any, are to be brought to the attention of top-management; Drafting the letter to the inspected State Party on the inspection; Reviewing the Risk Assessment for Schedule 1 facilities and Schedule 2 plant sites performed by the IT; Communicating and meeting with the inspected State Party representatives to resolve issues requiring further; Participating in Technical Visits to States Parties resulting from inspection activities; Negotiating to conclude or update Facility Agreements with the States Parties; Acting as Chief Technical Planning Officer when assigned in the case of challenge inspections at industrial facilities, etc. Support other Verification Branches as required. <ul style="list-style-type: none"> Developing, supporting and implementing a consistent verification regime at chemical weapons production facilities (CWPF) and at chemical weapons destruction facilities (CWDF) in support to CDB when needed. Supports Management of the Branch, the Division and the Secretariat by: <ul style="list-style-type: none"> Making recommendations and advising Management on chemistry and industry-related technical issues on the basis of acquired expertise and on treaty compliance and/or policy matters to facilitate the political decision-taking process; Selecting plant sites and facilities declared under Article VI of the 	<p>Education (Qualifications):</p> <p>Essential: An advanced university degree in the fields of chemical engineering and/or organic chemistry, or a closely related field, from an accredited college or university. Qualifications in both chemical engineering and organic chemistry would be an asset. A relevant first level university degree in combination with qualifying experience (minimum nine years) may be accepted in lieu of the advanced university degree. Equivalent or specialized training in combination with at least thirteen years of relevant professional experience may be accepted in lieu of a university degree.</p> <p>Desirable: An additional degree in business or management (MBA) would be an asset.</p> <p>Skills and Abilities (key competencies):</p> <ul style="list-style-type: none"> Excellent communication skills (verbal and written) including the ability to prepare reports. Strong analytical and conceptual skills. Tact, discretion, and the ability to work harmoniously in a multi-cultural environment. Demonstrable ability to work with the confines of a strict confidentiality regime. <p>Experience:</p> <p>Essential: A minimum of 7 years relevant experience, preferably hands-on, practical in-plant experience with chemical operations in the chemical industry with advanced degree, 9 years relevant experience with first level degree, 13 years relevant experience with equivalent or specialized training. The experience should preferably involve:</p> <ul style="list-style-type: none"> industrial chemistry support for product development or chemical production, and/or conduct of plant operations; and/or chemical process design/development + process optimisation; and/or process safety activities, including quantitative risk assessment, hazard and operability studies, auditing, etc., and/or R&D chemical development or R&D chemical process design in agrochemicals or pharmaceuticals; plant design or scale-up planning. <p>Experience in multiple types of chemical operations:</p> <ul style="list-style-type: none"> Experience with multiple chemical technologies. Expertise in the use of MS Office packages (databases, spreadsheet, and word processing). Experience working in a toxic environment while wearing personal protective equipment (PPE). <p>Desirable: International experience.</p>

- Convention for the medium term inspection plan and preparing the schedule of inspections;
- Writing papers on industry-related and Convention-related subjects for briefing of or use by Management;
 - Advising and making recommendations to representatives of States Parties, Industry Associations, individual industrial companies and/or groups, NGOs and other outside organisations on industry-related and Convention-related subjects;
 - Developing SOPs, guidelines and other working procedures related to the activities of the Branch and Division;
 - Making recommendations on the implementation of the OPCW Confidentiality Regime on the basis of practical experience in working in the Security Critical Area.
 - Acting as Branch Head when designated to do so;
 - Serving on various Secretariat Committees and/or Councils, etc.;
4. Supports the work of the Policy Making Organs (PMOs) of the OPCW by:
 - Advising and assisting the designated Facilitators of the Industry Cluster Consultations of the Executive Council on issues within their purview, attending Industry Cluster Consultations as Secretariat expert;
 - Discussing issues relating to the work of the PMOs with Delegations and providing advice to the delegates, etc.;
 5. Represents the Secretariat in contacts with outside organisations and provides inputs to Secretariat training programs.
 6. International Duty Travel to be undertaken as per the requirement of the assignment.
 7. Performs other duties as required.

Languages:

High fluency in both verbal and formal written English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.

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