



# ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

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## VACANCY NOTICE

<b>Post Title:</b>	<b>Senior Assistance and Protection Officer (P-4)</b>	<b>Date:</b>	<b>5 January 2012</b>
<b>Post Level:</b>	<b>P-4</b>	<b>Closing Date:</b>	<b>16 February 2012</b>
<b>Vacancy Ref:</b>	<b>E-ICA/APB/SAPO/P-4/F0174/01/01-12</b>	This appointment is for a three-year duration with a six-month probationary period. 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.	
<b>Division:</b>	<b>International Cooperation</b>		
<b>Branch:</b>	<b>Assistance and Protection Branch</b>		

<b>Principal Functions</b>	<b>Requirements</b>
<p>Under the supervision of the Head, Assistance and Protection Branch, the incumbent will carry out the following responsibilities:</p> <p><b>a) Develop draft policies for the OPCW activities in the area of providing assistance in the event of the use or threat of use of chemical weapons (Article X of the Chemical Weapons Convention (CWC)):</b></p> <ul style="list-style-type: none"> <li>○ Identify the areas requiring analysis and development to ensure that the Organisation is capable of meeting the requirements of the Convention and that the Member States have adequate capacity to respond to the Organisation's request for assistance;</li> <li>○ Develop the budget requirements to operationalise the Organisation's assistance and protection mandate, including the making financial planning for contingencies; and</li> <li>○ Formulate the long-term strategy for the use and replenishment of the Voluntary Fund for Assistance.</li> </ul> <p><b>b) Oversee the coordination of activities within the Organisation in relation to the provision of emergency assistance under Article X of the Convention:</b></p> <ul style="list-style-type: none"> <li>○ Anticipate scenarios and develops contingency plans;</li> <li>○ Develop and monitoring long-, medium- and short-term planning of the activities of the Branch.</li> </ul> <p><b>c) Plans and manage the coordination between the OPCW and other s as required under the Article X of the Convention:</b></p> <ul style="list-style-type: none"> <li>○ Draft the concept and scope of the cooperation between the OPCW and other international and national organisations, including humanitarian relief organisations, to ensure efficient implementation of the mandate of the OPCW;</li> <li>○ Develop recommendations on the establishment of a coordinated system of the delivery of assistance and protection;</li> <li>○ Liaise with other international and national organisations in order to conclude bilateral coordination agreements and to oversee their implementation.</li> </ul> <p><b>d) Perform other duties as required</b></p>	<p><b>Knowledge and skills:</b></p> <ul style="list-style-type: none"> <li>• Advanced university degree in a scientific discipline of relevance for chemical protection, such as Chemistry, Chemical Engineering, or equivalent scientific, medical or political science background. A first level university degree in combination with qualifying experience (minimum 9 years) may be accepted in lieu of the advanced university degree;</li> <li>• Excellent communication skills (verbal and written) including ability to prepare reports and conduct presentations;</li> <li>• Demonstrated ability to be proactive in developing strategies to accomplish organisation's objectives;</li> <li>• Problem solving skills;</li> <li>• Flexibility and ability to work under pressure;</li> <li>• Excellent interpersonal skills - ability to establish and maintain productive partnerships with clients;</li> <li>• Tact, discretion, and the ability to work harmoniously in a multi-cultural environment;</li> <li>• Computer literacy (MS Office packages).</li> </ul> <p><b>Experience:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• At least 7 years of related experience directly related to the Chemical Weapons Convention, preferably administration of international, bilateral or national emergency programmes with an advanced degree or 9 years with a first level degree;</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• Experience in developing strategies, analysing issues and implementing them in an international context;</li> <li>• Knowledge of multilateral disarmament issues and experience in dealing with issues related to universality of the CWC;</li> <li>• Planning and executing exercises and training courses;</li> <li>• Previous working experience within an international organisation.</li> </ul> <p><b>Languages:</b></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>

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 2011 rate of 52.6%.

	<b>With Dependants</b>	<b>No Dependants</b>
<b>Annual Salary (US dollars)</b>	\$72,373	\$67,395
<b>Post Adjustment</b>	\$ 38,068	\$ 35,450
<b>Total Salary</b>	\$ 110,441	\$ 102,845

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](http://www.opcw.org), due to technical problems, are requested to send an e-mail to [Recruitment@opcw.org](mailto: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.

There are job advertisements and offers that falsely state that they are from the OPCW. Please be aware that the OPCW does not request any payments or require any financial information (bank account details, credit card numbers) from you at any stage of the application and review process. If you are contacted with these requests, please contact [Recruitment@opcw.org](mailto:Recruitment@opcw.org) and notify us at once

*3 January 2012/Ca*