



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

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V A C A N C Y N O T I C E

Post Title:	Conference Services Officer (P-3)	Date:	January 2012
Post Level:	P-3	Closing Date:	March 2012
Vacancy Reference:	E-PMO/CSO/F0070/P-3/04/01-12	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.	
Division:	Secretariat for Policy-Making Organs		
Branch:	N/A		

Principal Functions	Requirements
<p>Under the supervision of the Director, Policy-Making Organs (PMO) the incumbent is responsible for:</p> <p>a) To ensure the overall logistical coordination of the Sessions of the Conference of the States Parties and of the Executive Council, through development and application of related action plans, coordination with relevant divisions or branches and through communications with external suppliers and meeting-facilities.</p> <p>b) To manage a wide scope of logistical arrangements and simultaneous support functions to ensure seamless and smooth-running operations for formal and informal meetings of the Policy-making Organs, and as necessary, meetings arranged by other OPCW divisions..</p> <p>c) To analyse and advise on financial, scheduling and other implications of mandates requesting conference or meeting organization by the secretariat and plan forward for additional and urgent meetings based on inputs from the substantive programmes and executive management proper servicing of these meetings by evaluating the needs and availability of resources required.</p> <p>d) Review relevant secretariat policies and agreements with third parties, including States Parties, UN and providers, and ensure that all requirements are covered; develop and make recommendation on improvements.</p> <p>e) Represent the programme and provide expert advice in working groups, task forces and external meetings.</p> <p>f) Maintain adequate staffing of Conference Services.</p> <p>g) To distribute official-series documents to delegations and staff members in accordance with the Confidentiality regime.</p> <p>h) To advise delegations and Secretariat staff on organisational matters relating to meetings and events, including scheduling, confidentiality requirements, and other procedural concerns.</p> <p>i) To initiate actions, including those with financial implications, relating to the coordination and delivery of meetings and conference.</p> <p>j) To communicate with delegations and the Director, PMO, for the purpose of ensuring that the interpretation teams, while servicing meetings of the Policy-making Organs, receive timely and accurate information, documentation.</p> <p>k) To assist the Director, PMO, in the drafting of official-series documents emanating from the Policy-making Organs, such as the report of the Council on its own activities, the draft reports of Council Sessions, and the annotated agendas of the Council and of the Conference, and in the preparation of speaking notes for the Chair of the Council.</p> <p>l) To assist the Director, PMO, in the drafting of the overall Divisional budget, with particular responsibility for the annual budget for meetings that are scheduled and resourced by PMO.</p> <p>m) To oversee the preparation of annotated speakers' records of the Sessions of the Conference and of the Council and other records and documents.</p> <p>n) Perform other duties as required.</p>	<p>Knowledge and skills:</p> <ul style="list-style-type: none">• An advanced degree in International Relations, Political Science, Administration, Management or equivalent; A first level university degree in combination with qualifying experience (minimum 7 years) may be accepted in lieu of an advanced university degree;• Legal background would be an asset;• Advanced knowledge of conference logistics, diplomatic procedures, and drafting style of international organizations;• Strong organisational and planning skills;• Excellent communication skills and ability to draft and edit presentational documents, including speeches;• Proven analytical skills with regard to analysing developments and trends and the ability to conceive and apply original ideas;• Good computer skills, and the ability to work with standard office software;• Flexibility, tact and discretion;• Ability to work harmoniously with people in an international environment as well as maintain confidentiality;• Familiarity with the rules and procedures for large decision-making bodies is desirable. <p>Experience:</p> <p><u>Essential:</u></p> <ul style="list-style-type: none">• At least five years of directly related experience regarding the planning and implementation of large conferences and meetings with an advanced degree and seven years with a first level degree;• Experience as a manager and supervisor of meeting services, with direct responsibility for meeting support staff;• Experience in drafting briefings and speeches/statements;• Experience in the drafting and researching of texts. <p><u>Desirable:</u></p> <ul style="list-style-type: none">• Minimum two years of relevant experience in an international or in a multilateral decision-making setting involving the strategic planning, development and coordination of large multilateral meetings;• Experience with diplomatic relationships or a protocol environment is highly desirable. <p>Languages:</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.

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 **January 2012 rate of 48.2 %**.

	With Dependants	Without Dependants
Annual Salary (US dollars)	\$60,091	\$56,091
Post Adjustment	\$28,964	\$27,036
Total Salary	\$89,055	\$83,127

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.

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 and notify us at once.

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