



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:	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</i>, <i>Professionalism</i> and <i>Respect for Diversity/Gender Equality</i>, the incumbent performs the following primary duties:</p> <ol style="list-style-type: none">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.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.Planning and Budget, and recommendations and assessments on	<p>Education (Qualifications): 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; 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: 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: 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	\$ 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 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.