



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 HR Training Officer	Date:	20 January 2017
Post Level:	P-4	Closing Date:	18 February 2017
Vacancy Ref:	E-ADM/HRB/SHRTO/P-4/F0148/59/12-16		
Division:	Administration		
Branch:	Human Resources Branch		

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.

Principal Functions	Requirements
<p>Under the supervision and guidance of the Head, Human Resources 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 has responsibility for the following:</p> <p>1. Analyses, plans, coordinates, implements, evaluates and provides overall administration of OPCW's staff training and development programs and activities including:</p> <ul style="list-style-type: none"> • Supervises staff who assist with staff training and development activities and programs; • Conducts OPCW staff-wide training needs analysis (TNA) on technical, professional and managerial requirements for major occupation groups with the aim of better meeting the training needs of the organisation and to enhance existing capacities; • Based on training needs, develops staff development and training programs aimed at improving skill sets and knowledge in the organisation; • Ensures proposed and planned training supports the organisation's core objectives; • Supports the Inspection Division training program, as necessary; • Serves as the principal technical advisor on staff development and training initiatives, such as e-learning, within the OPCW; • Provides cross-organisation training in HRB areas, such as Performance Management, Orientation for New Staff, Core Values/Code of Conduct; • Evaluates staff development and training activities to assess the return on investment and to improve existing training; • Liaises with external training providers, facilitates procurement of external and internal training programs and manages training provider contracts; • Strives for efficiency and effectiveness in all staff development and training processes; • Supports the Committee for Staff Development and Training as secretary of the committee: <ul style="list-style-type: none"> ○ Aligns annual staff training plan proposals with training needs, providing a comprehensive overview of needed and proposed training in the annual training plan; ○ Monitors the implementation of the annual staff training plan and budget, prepares interim and final reports and recommends adjustments whenever appropriate; ○ Monitors budget expenditure for all training programmes; ○ Prepares end-year reports (narrative and financial) on staff development and training programs, including evaluation results • Co-ordinates informal learning events such as the "lunch & learn" 	<p>Education (Qualifications):</p> <p>Essential:</p> <ul style="list-style-type: none"> • Advanced university degree (Master's degree or equivalent), preferably in learning, training and development, management, public or business administration, or a related area such as education or social science. • A relevant combination of academic qualifications and extensive professional experience (minimum 9 years) in training may be accepted in lieu of the advanced university degree. • Equivalent or specialized training in combination with at least 13 years of relevant professional experience may be accepted in lieu of a university degree. <p>Desirable:</p> <ul style="list-style-type: none"> • Training certification; • Project management certificate; <p>Skills and Abilities (key competencies):</p> <ul style="list-style-type: none"> • Excellent understanding of adult learning, training concepts and practical application of training approaches; • Proficiency in using MS software (Word, Excel, Access, PowerPoint); • Strong analytical skills; • Experience in designing, implementing and evaluating projects and programmes; • Sound judgement; • Excellent organisational and coordination skills; • Excellent communication skills, both oral and written. Ability to listen to others and take the ideas of others into consideration. <p>Experience:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Minimum 7 years progressively responsible working experience in staff development and training with advanced degree and 9 years with first level degree. • Further, experience in project/programme performance management and development and administration of budgets. • Experience in working for international organisations. <p>Desirable:</p> <ul style="list-style-type: none"> • Experience with staff development and training programmes of international organisations.

programme and the HR network meetings in the Hague

2. Oversees the operation of the OPCW Library which includes:

- Supervision of Library Assistant, and library interns;
- Ensuring library backups are trained and in place;
- Preparation of annual library budget submission;
- Monitoring the procurement of library materials and equipment;
- Developing library projects to better meet the knowledge needs of OPCW staff and delegates.

3. Provides support and assistance on other specialised or staff development programs administered by the Human Resources Branch.

- This may include student work training and intern programs, career transition programs, developmental and temporary assignments, knowledge transfer, capacity building, training and development requirements in the pooling of staff resources or specialised workforce planning to meet downsizing objectives. Provides assistance to the Head HRB and unit heads in developing and administering such programs. Assists Head, HRB in planning and developing HRB change management programs.

4. Develop proposals for a management development initiative including establishment of coaching and mentoring programmes for managers and first line supervisors.

5. Develop and implement a programme of development and training to be provided to staff leaving the organisation as a result of tenure to include career counselling, financial planning etc.

6. Support change management and transition.

7. Support Knowledge management initiatives and liaise with key stakeholders.

8. To act as focal point for new staff on-boarding.

9. Performs other duties as required, as deemed appropriate to the post.

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 **January 2017 rate of 24.7%**.

	With Dependants	No Dependants
Annual Salary (US dollars)	\$ 74,886	\$ 70,647
Post Adjustment	\$ 18,496	\$ 17,449
Total Salary	\$ 93,382	\$ 88,096

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.