



# 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

<b>Post Title:</b>	<b>Head, Operations Security</b>	<b>Date:</b>	<b>26 January 2017</b>
<b>Post Level:</b>	<b>P-4</b>	<b>Closing Date:</b>	<b>26 March 2017</b>
<b>Vacancy Ref:</b>	<b>E-ODG/OCS/HOS/F0006/P-4/61/12-16</b>	<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>	
<b>Division:</b>	<b>Office of the Director-General</b>		
<b>Branch:</b>	<b>Office of Confidentiality and Security</b>		

<b>Principal Functions</b>	<b>Requirements</b>
<p>Under the supervision of the Head, Office of Confidentiality and Security 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"><li>1. Implements the OPCW Security Policy: Regularly reviews and assesses the threats to the Organisation, staff and data, and recommends appropriate Security controls to counter these threats.<ul style="list-style-type: none"><li>• Carries out Security Surveys and supports the overall OCS security risk management programme on which all security activities are based;</li><li>• Manages the procurement, maintenance and upgrade of all technical security systems;</li><li>• Determines badge access requirements and supervises access implementation;</li><li>• Implements the Secretariat's Fire/First Aid Training programme in conjunction with HSB.</li></ul></li><li>2. Manages the OCS Operations Security Section.<ul style="list-style-type: none"><li>• Prepares and amends the short, medium and long term work plans for the Operations Security Section. Ensures that priorities within the section are reflected in the plans and that work is carried out accordingly;</li><li>• Evaluates and supervises the performance of the Operations Security Section;</li><li>• Prepares job descriptions and Vacancy Notices for new posts within Operations Security Section, interviews candidates and recommends the employment of new personnel;</li><li>• Conducts inventory control audits (biannually and when there is a change in circumstances) in the company of an independent witness;</li><li>• Ensures availability of resources, continuity of operations, staffing levels at key security points, and timely responses to security requirements/incidents.</li></ul></li><li>3. As necessary, assists the Human Resources Branch in the completion of reference and pre-employment checks as part of the recruitment process. As assigned by the HOCS, directs security inquiries and investigations and advises on appropriate actions in the event of (potential) breaches of security;</li></ol>	<p><b>Education (Qualifications):</b> <b>Essential:</b> Advanced University degree in Social Sciences, Information Systems, Business Administration or Law, with specialisation in security matters. A first level university degree in combination with qualifying experience (minimum 9 years) may be accepted in lieu of an advanced university degree. An equivalent or specialised training in combination with qualifying experience (minimum 13 years) may be accepted in lieu of a university degree</p> <p><b>Desirable:</b> Graduate level university degree and completion of a military/police command and staff college is highly desirable.</p> <p><b>Desired Certification(s) (if applicable):</b> Certified Protection Professional (CPP) – ASIS International</p> <p><b>Skills and Abilities (key competencies)</b></p> <ul style="list-style-type: none"><li>• Extensive knowledge of security management particularly relating to Physical/Facility Security and the supervision of a travel security programme, preferably within an international environment.</li><li>• Excellent communication and presentation skills, and the ability to draft, edit, and present documents and concepts in the English language.</li><li>• Strong conceptualisation, managerial and negotiation skills, coupled with highly developed levels of tact, diplomacy and good judgement when dealing with a diverse group of staff members in a sensitive working environment are highly desirable.</li></ul> <p><b>Experience</b> <b>Essential experience:</b> Minimum of 7 years of progressively responsible and recent related experience in the security profession, preferably in an international or governmental organisation, with significant experience supervising security operations and managing all aspects of facility, personnel and travel security programmes. Personal experience with the conduct of security surveys/audits and risk management programmes. Experience in the supervision of operations within secure environments and information processing systems.</p>

4. Oversees the preparation of specific security plans for the execution of VIP visits, meetings of the Policy-Making Organs, other meeting and receptions, etc. Maintains liaison at the working level with local law-enforcement and emergency service agencies;
5. Co-ordinates, prepares, and supervises implementation of plans to ensure that security policies and standards are maintained at the highest levels of efficiency.
  - Responsible for the drafting and implementation of Security Operating Procedures (SOPs) and Working Instructions (WIs) in the office of Operations Security Section to ensure that integrity of access to OPCW facilities and specially restricted areas, and the security of OPCW staff and other assets is ensured;
  - Oversees the development and upgrading of technical security equipment and procedural methods to ensure maximum effectiveness of OPCW security assets;
  - Develops and supervises the implementation of emergency and building evacuation plans, fire-safety programmes, and security-related aspects of overall disaster preparedness policies of the OPCW.
6. Supervises the implementation of security training and awareness programs.
  - Security awareness training for the Secretariat's staff members;
  - Security staff training in the use of authorised weapons, handcuffs, control and restraint, security access control point/screening duties (metal detection, x-ray equipment), and all other areas necessary to maintain a properly and adequately trained security guard force for the Secretariat;
  - Specialised courses for identified Security staff on passive security equipment handling;
  - Fire safety and first aid training for Security staff and OPCW Floor Wardens.
7. Supervises the implementation of the OPCW travel security training programme.
  - Trains staff and monitors compliance with United Nations Department of Safety & Security (UNDSS) security requirements for Travel Request Information Processing (TRIP) system) profiles and travel clearance requests/notifications, and completion of Basic/Advanced Security in the Field (BSITF/ASITF) training courses;
  - Provides additional travel security-related support and information, as/when needed, to OPCW staff travelling officially on behalf of the organisation, accompanying as necessary specific missions to provide advice and to audit compliance;
  - Works with UNDSS Security Focal Points and Security Advisors, and when necessary the UN Designated Official (DO), at the point of destination of OPCW official travellers to facilitate TRIP travel clearance requests/notifications and to address security-related issues as/when they occur.
8. Performs other duties as required, as deemed appropriate to the post.

**Desirable experience:**

Experience in the implementation and supervision of confidentiality/security policies is highly desirable. Experience in supervising the conduct of investigations is highly desirable.

**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.

<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 <b>January 2017 rate of 24.7%</b>.</p>		<b>With Dependants</b>	<b>No Dependants</b>
	<b>Annual Salary (US dollars)</b>	\$ 74,886	\$ 70,647
	<b>Post Adjustment</b>	\$ 18,496	\$ 17,449
	<b>Total Salary</b>	\$ 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](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.

January 2017/ph