

## POST: HEAD, ASSISTANCE AND PROTECTION BRANCH (APB) (P-5)

### 1. General Information.

- a. Contract Type: Fixed-term Professional.
- b. Grade P5.
- c. Total Salary (including post adjustment): USD 121,663.
- d. Closing Date: 09/01/2021.

2. Job Summary. OPCW is looking for a dedicated professional with practical experience to lead all aspects of the technical assistance and capacity-building programmes under the Chemical Weapons Convention. The post holder will be responsible for working closely with States Parties providing specialist advice and programmes to develop and improve their emergency response capacity against the use or threat of use of chemical weapons. The post holder should have leadership and management skills, is able to think strategically and can apply sound political awareness. This fixed-term appointment is for the duration of two years with a six-month probationary period. The total length of service for Professional Staff shall not exceed 7 years. Applications from qualified female candidates are strongly encouraged.

### 3. Main Responsibilities.

- (a) Plan and counsel the Director (International Cooperation and Assistance) on the Branch's budget to ensure maximum fiscal responsibility and efficiency.
- (b) Work closely with State Parties by informing and supporting them to meet their obligations.
- (c) Lead and promote the development of the Assistance and Protection database.
- (d) Ensure the database has relevant information provided by States Parties and other important Articles X related materials.
- (e) Maintain, and coordinate with the Capacity Building and Contingency Operation Cell of the Inspectorate, to ensure that deployed Assistance Coordination and Assessment Team members can work with Investigation of Alleged Use teams.
- (f) Promote the International Support Network for Victims of Chemical Weapons.
- (g) Lead and coordinate the tasks of the branch in a way of synergised work.

4. Qualifications and Experience. The educational qualifications required for this position: An advanced university degree in management, social sciences, science and technology, international relations, or a related field. A first-level university degree in combination with additional qualifying experience (minimum 12 years) may be accepted in lieu of the advanced university degree.

5. Knowledge and Experience. At least 10 years practical experience in a field related to the convention on chemical weapons, including especially administration of international or bilateral technical assistance and capacity building programmes, preferably in the area of emergency response and preparedness, involving:

- (a) Preparing strategies, formulating policies and negotiating agreements.
- (b) Planning and executing exercises and training courses.
- (c) Leading the programmes in line with results-based principles.
- (d) Previous working experience within an international organisation would be an asset.

6. Skills and Competencies.

- (a) Excellent and validated planning, organisational, coordination, negotiation and problem-solving skills.
- (b) Strong analytical and conceptual skills in analysing and interpreting operational issues, assessing assistance needs and setting priorities, formulating options, and proposing and implementing solutions.
- (c) Demonstrated experience developing and leading capacity-building and other training programs, and in mobilising resources from donor states for such development programs.
- (d) Political awareness and a capacity to think strategically are critical skills for this post.
- (e) Demonstrated leadership and management skills, including the ability to think strategically, achieve results and manage knowledge; a capacity for people management, team building, and staff development would be an asset.
- (f) Excellent interpersonal and communication skills with a shown ability to apply tact and accuracy and to present information clearly and logically both in writing and verbally.
- (g) Solid information technology skills.
- (h) Knowledge of Results-Based Budgeting or similar budgeting processes.
- (j) Ability to ensure an effective work structure to improve efficiency and achieve Section goals.
- (k) Ability to coordinate the work of others, forge collaboration with other work units, work to set target-dates and balance multiple concurrent activities.
- (l) Solid track record in establishing and maintaining effective working relationships with people of different national and cultural backgrounds.

7. 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.

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