

Post :Principal Analyst (P-5)

General Information

- Contract Type: Fixed-term Professional
- Grade: P5
- Total Salary (including post adjustment) : USD 132,419
- Closing Date: 23/01/2021

Job Summary

At the Fourth Special Session of the Conference of States Parties (CSP), the CSP decided (C-SS-4/DEC.3) that the OPCW Secretariat shall put into place arrangements to identify the perpetrators of the use of chemical agents in the Syrian Arab Republic. In furtherance of this decision, OPCW established the Investigation and Identification Team (IIT) which will undertake its activities in an impartial and objective manner. This post holder will require an in-depth practical experience in analytical activities for criminal investigations or criminal intelligence analysis.

Main Responsibilities

Under the supervision of the IIT Coordinator, and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the Principal Analyst will be accountable for:

- Leads in the review, processing, and analysis of information collected by the IIT, regarding incidents involving the use of chemical weapons.
- Supervises the process, and review of multi-source information (including open source material) through the operation of programming and software tools and identifies information gaps and/or inconsistencies, to counsel decisions relating to further investigative activities.
- Provides policy advice in relation to investigation strategy and plays a leading role in the development of investigation policies, guidelines, practices, and procedures for the conduct of the analytical work for further investigations.
- Liaises and coordinates with the Principal Investigator and the Senior Legal Officer to identify and analyse documents and other material for determination of relevance in investigation activities, including interviews.
- Contributes to the preparation of reports, priority setting and case management including detailed reports documenting analytical findings of investigations.
- As the need arises, provides technical briefings to the team and to senior management on analytical activities.
- Provides support in the recruitment and training of staff and runs the performance of staff in line with organisational policies and procedures.
- Supports the continuous improvement of policies and processes, including through contributions to training and knowledge transfer activities.
- Responsible for the non-staff costs of the team related to analytical requirements.

Qualifications and Experience

Education

- An advanced university degree (Master's degree or equivalent) in international law, criminal investigation, military science, forensic science, crime analysis, social/political science, or other related fields.
- A combination of a first-level university degree or diploma in advanced criminal investigation from a national police academy or law enforcement agency together with significant experience and/or certifications in investigations (military, police, judicial/prosecutorial, federal/national intelligence agencies) may be accepted in lieu of the advanced university degree.

Knowledge and Experience

Experience:

At least 10 years' experience in investigations, including five years of specialist analysis work, data compilation and interpretation is required, in areas such as international or national criminal investigations or intelligence:

- Experience in analytical activities at the international level.
- Experience as a chief investigative analyst or similar senior role.
- Knowledge of and experience with structured analysis methodologies.

Skills and Competencies

To succeed in this role need the following skills and competencies:

- Strong analytical and conceptual skills in analysing and interpreting information and operational issues, formulating hypotheses, and proposing and implementing solutions.
- Demonstrated ability to think strategically. Ability to challenge established thinking and consider alternative thinking.
- Experience in the use of software programs in research, data analysis and statistics.
- Ability to organise and draw sound conclusions and be able to re-evaluate initial conclusions on the basis of new information.
- Proposes a course of action or makes a recommendation based on all available information.
- Innovative and creative problem-solving skills.
- Strong relationship management skills involving internal and external stakeholders at all levels, including senior management and governance.
- Proven interpersonal and diplomatic skills; Ability to communicate to a variety of audiences.
- Demonstrated understanding and exhibited behaviour of Knowledge Management leadership principles.
- Proven ability to draft, develop and present concise reports on operational matters.

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.