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Naval Headquarters  
(Naval Secretariat)

LM


23.02.2626.101.35.002.21. **8615**

JOB VACANCY AT ORGANIZATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Reference:

A. NHQ letter no 23.02.2626.101.35.002.21. **8614** dated 22 December 2021.

It is requested to publish the enclosed letter in BN website please.

  
TAMMAM FAZAL  
Lt Commander BN  
For Naval Secretary

Ext 2027

**22** December 2021

Enclosure:

A. Reference letter (with enclosures) - 03 (three) pages with softcopy.

To:

DNIT

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Naval Headquarters  
Naval Secretariat  
Banani, Dhaka 1213  
www.navy.mil.bd

Tel 9836141-9 ext 2027  
E-mail: ns@navy.mil.bd

07 Poush 1428

22 December 2021

23.02.2626.101.5

JOB VACANCY AT OR

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14  
NOTIFICATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Reference:

A. AFD ltr no 06.00.0000 019.48.045.21/Job Vac/2107 dt 20 December 2021 (NOTAL).

Notification regarding job vacancy for the post of "Head, Human Resources (P-5)" has been received vide letter at reference A. The details of the vacancy can be found in <https://jobs.opcw.org/job/job-head-human-resources-p-5-223.aspx>. Interested officers may apply directly through OPCW web link by 09 January 2022 and inform this secretariat if short listed.

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21.  
TAMMAM FAZAL  
Lt Commander BN  
For Naval Secretary

Enclosure:

A. Reference letter (with enclosures) - 02 (two) pages.

Distribution:

External:

Action:

All Concerned

Internal:

Action:

All Concerned

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Bangladesh National Authority for Chemical  
Weapons Convention (BNACWC)  
Prime Minister's Office  
Armed Forces Division  
Civil and Military Relations Directorate  
Dhaka Cantonment

Telephone : 9834306 (Direct) Military: 4306  
Fax : 9834399  
E-Mail : bnacwc@bnacwcafd.gov.bd  
Website : www.bnacwcafd.gov.bd

06.00.0000.019.48.045.21/Job Vac/2107

20 December 2021

**JOB VACANCY AT ORGANIZATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW): HEAD,  
HUMAN RESOURCES (P-5)**


Reference:

A. OPCW Job Vacancy for Head, Human Resources (P-5) (copy enclosed).

1. A notification regarding the job vacancy for 'Head, Human Resources (P-5)' at OPCW was received (vide Reference A). The details of the vacancy are available on the web link: [https://jobs.opcw.org/job/job-head-human-resources-p-5-\\_223.aspx](https://jobs.opcw.org/job/job-head-human-resources-p-5-_223.aspx). Please note that, the last date for submission of the application to OPCW is 09 January 2022.

2. You are requested to circulate it to all concerned. Interested personnel can apply directly to OPCW by following the web link mentioned above. You are also requested to inform this office, if the candidates are short listed for the applied post.

3. Forwarded for your necessary action please.

  
**ABU TAREQ MOHAMMAD RASHED**  
Lieutenant Colonel  
For Chairman, BNACWC

Enclosure:

1. Reference A - 02 (two) pages only.

Distribution: (Not according to seniority)

External:

Action:

Army Headquarters  
Military Secretary's Branch  
Dhaka Cantonment

- By Fax/Email.

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✓ Naval Headquarters  
Naval Secretariat  
Banani, Dhaka - 1213

Air Headquarters  
Air Secretary's Branch  
Dhaka Cantonment

General Manager  
Beximco Pharmaceutical Limited  
126, Kathaldia, Auchpara, Tongi Gazipur

General Manager  
Square Pharmaceutical Limited  
Square Centre, 48, Mohakhali Commercial Area  
Dhaka-1212

Managing Director  
Advanced Chemical Industries Limited (ACI)  
245, Tejgaon Industrial Area, Dhaka-1208  
Dhaka-1206

General Manager  
Eskeayf Pharmaceutical Limited  
Gulshan Tower, Plot No-31, Road No-53  
Gulshan North C/A, Dhaka-1212

Internal:

Action:

Admin and Logistic Directorate

- By Fax/Email

## **Post: Head, Human Resources (P-5)**

### **General Information**

- **Contract Type:** Fixed-term Professional
- **Grade:** P5
- **Total Estimated monthly remuneration depending on post adjustment and family status:** USD 10,915
- **Closing Date:** 09/01/2022

### **Responsibilities**

#### **Job Summary**

The Head, Human Resources is the lead function of the Human Resources Branch (HRB) that provides and maintains a quality human resources and workforce management framework to ensure the OPCW's Technical Secretariat can fulfill its strategic and operational objectives efficiently and optimally.

Our HR team is looking for a dedicated leader who will bring a strategic HR vision with solid experience in the United Nations common system or a comparable public international organisation. They will lead the HR Branch and guarantees the delivery of high-quality HR support services to all OPCW staff to support the overall success of the Organisation. This includes delivering vital HR services encompassing talent management, recruitment, staff administration, HR policy, training and development with a focus on employee engagement and diversity and inclusion

#### **Main Responsibilities**

In this position as the Head, Human Resources, you will be accountable for leading the HR team and developing a collaborative partnership with managers and other stakeholders by ensuring implementation of HR strategies, policies, procedures, providing advice, direction and guidance on human resources and organisational development matters. You will monitor, evaluate, and support the HR branch's performance according to the objectives of the organisation. In this role, you will promote a dynamic high-performance culture based on OPCW values. In addition, you will create and implement initiatives to enhance staff engagement and promote an open and transparent staff-management consultative process.

#### **Qualifications and Experience**

##### **Education**

You should have an advanced university degree in human resources management, public or business administration, law, social sciences, or a related field. A first level university degree in a related field in combination with qualifying experience (minimum 12 years) may be accepted in lieu of an advanced university degree.

## **Knowledge and Experience**

You should have an advanced university degree with a minimum of 10 years of progressively responsible experience in HR management including experience at a senior level in the United Nations common system or a comparable public international organisation. Demonstrated professional competence in organisational development, change management and the ability to lead effectively in a fast-changing environment. Experience in developing and implementing HR policies, manuals or guidelines for the United Nations or a comparable public international organisation is required. Experience in drafting reports and responses to the legislative and oversight bodies of a public international organisation is essential.

Desirable:

Experience in the implementation of a talent management framework in the area of staffing through an enterprise resource planning system as the operations business owner is desirable. Knowledge of the conditions of service of the UN Common System / recommendations of the International Civil Service Commission is highly desirable.

## **Skills and Competencies**

1. Leadership and management skills, including ability to provide significant success in the provision of an operational service targeted at achieving tangible results;
2. Proven planning, organisational, coordination, negotiation and problem-solving skills including the ability to handle a multitude of activities whilst ensuring high quality output;
3. Analytical and conceptual skills in analysing and interpreting operational issues, formulating options, and proposing and implementing solutions;
4. Focus on generating ideas and innovation in the context of an international organisation;
5. Interpersonal and communication skills with demonstrated ability to apply tact and accuracy and to present information clearly and logically both in writing and verbally;
6. Presentation and facilitation skills, engaging the commitment of others;
7. Demonstrated deep empathy and ability to lead across diversity equity and inclusion strategies;
8. Good understanding of the latest HR trends and the intersections between HR and workplace culture;
9. Proven ability to lead and provide creative solutions to strengthen the HRB team and enable the organisation to perform effectively together;
10. Aptitude to effectively delegate whilst ensuring timely results;
11. Ability to recognise and adapt to changing conditions where needed;
12. Proven ability in establishing and maintaining effective working relationships with people of different national and cultural backgrounds.

## **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