Naval Headquarters
(Naval Secretariat)

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23.02.2626.101.35.002.21. 53

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

Reference:

A. NHQ letter no 23.02.2626.101.35.002.21. 51 dated 04 January 2021.

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

M MILON KHAN
Lt Commander BN
For Naval Secretary

Ext 2027

04 January 2021

Enclosure:

A. Reference letter (with enclosures) - 13 (thirteen) pages with softcopy.

To:

DNIT

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/1785 03 January 2021

JOB VACANCY AT ORGANIZATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW): HUMAN RESOURCES POLICY OFFICER (P-3)

Reference:

A. OPCW Job Vacancy for Human Resources Policy Officer (P-3) (copy enclosed).

1. A notification regarding the job vacancy for "Human Resources Policy Officer (P-3)" at OPCW was received (vide Reference A). The details of the vacancy is available on the web link: https://jobs.opcw.org/job/job-human-resources-policy-officer-p-3-_150.aspx. Please note that, the last date for submission of the application to OPCW is **23 January 2021.**

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 information and 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:

Secretary
Ministry of Public Administration
Bangladesh Secretariat
Dhaka-1205

NAVAL SECRETARIAT	
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Action Desk	

Chairman
Bangladesh Public Service Commission
Agargaon, Sher-E-Bangla Nagar, Dhaka-1207

Army Headquarters
Military Secretary's Branch
Dhaka Cantonment
Dhaka-1206

Naval Headquarters
Naval Secretariat
Banani, Dhaka - 1213

Air Headquarters
Air Secretary's Branch
Dhaka Cantonment

Inspector General of Police
Bangladesh Police
Police Headquarters
6, Phoenix Road, Fulbaria, Dhaka-1000

-By Fax/Email

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

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

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

General Manager
Eskayef Pharmaceutical Limited, Mirpur
2/C, North East, Darus Salam Rd, Dhaka 1216

General Manager
Novertis (Bangladesh) Limited
Tower One One Seven (Level 5)
Plot#117/A, Tejgaon Industrial Area
(Beside MH Samorita Hospital & Medical College)
Dhaka-1208, Bangladesh

Internal:

Action:

Admin and Logistic Directorate

Post : Human Resources Policy Officer (P-3)

General Information

- **Contract Type:** Fixed-term Professional
- **Grade:** P3
- **Total Salary (including post adjustment) :** USD 91,564
- **Closing Date:** 23/01/2021

Job Summary

Human Resources (HR) Branch is looking for a dedicated and a hardworking professional with long term experience in the field of HR policy and strategy. The HR Policy Officer will be in charge of developing and maintaining of human resources policy framework that supports the achievement of the organizational priorities. The post holder will coordinate HR planning and the OPCW people strategy development. In this position, the post holder will prepare responses to meet HRB's commitments regarding audit, management reporting, and policy-making organs and responsible for providing high-quality advice on HR policy direction and interpretation, as well as staff appeal, disciplinary cases and staff relations. The post holder will supervise the Staff Administration team to ensure the implementation of privileges and benefits.

Main Responsibilities

Human Resources Policy Officer will be responsible to review and to formulate new and revised HR policies in close collaboration with the HRB teams and the Office of the Legal Advisor. The officer will support Head HRB during consultations on HR subjects, coordinate and lead on HR reporting to senior management, internal and external auditors, liaise with other organisations and agencies to ensure that OPCW has efficient HR policy and strategy development in comparable systems. The officer will be coach and mentor staff to build a strong team.

Qualifications and Experience

Education

An advanced university degree in human resources management, law, public or business administration, industrial relations, psychology or other social sciences; a first level university degree in combination with qualifying experience (minimum 7 years) may be accepted in lieu of the advanced university degree.

Experience

Essential: A minimum of 5 years of progressively responsible experience in human resources management, several of which must be in HR policy with advanced degree or 7 years with first level degree. Work experience in a multilateral/international organisation, preferably a UN common system organisation.

Desirable: Experience in handling staff appeal and disciplinary cases preferably in an international and/or multilateral context.

Skills and Competencies

The post holder should have strong knowledge of HR theory, including HR disciplines as well as HR best practices in public and private sector. The post holder will be able to analyses and to research HR policy, effectively apply guidelines and develop implementation plans for policies, standards, procedures and guidelines. This role requires oral and written communications skills.

Languages

Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian and Spanish) are desirable.

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

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E-Mail : bnacwc@bnacwcafd.gov.bd
Website : www.bnacwcafd.gov.bd

06.00.0000.019.48.045.21/Job Vac /1787 03 January 2021

JOB VACANCY AT ORGANIZATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW): PRINCIPAL ANALYST (P-5)

Reference:

A. OPCW Job Vacancy for Principal Analyst (P-5) (copy enclosed).

1. A notification regarding the job vacancy for "Principal Analyst (P-5)" at OPCW was received (vide Reference A). The details of the vacancy is available on the web link: https://jobs.opcw.org/job/job-principal-analyst-p-5-_149.aspx. Please note that, the last date for submission of the application to OPCW is **23 January 2021.**

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 information and 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:

Secretary
Legislative and Parliamentary Affairs Division
Ministry of Law, Justice and Parliamentary Affairs
Bangladesh Secretariat, Dhaka
-By Fax/Email

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Army Headquarters
Military Secretary's Branch
Dhaka Cantonment
Dhaka-1206

Naval Headquarters
Naval Secretariat
Banani, Dhaka - 1213

Air Headquarters
Air Secretary's Branch
Dhaka Cantonment

Inspector General of Police
Bangladesh Police
Police Headquarters
6, Phoenix Road, Fulbaria, Dhaka-1000

Rapid Action Battalion (RAB) Forces Headquarters
Cargo Admin Building
Shahjalal International Airport
Kurmitola, Dhaka - 1229

-By Fax/Email

Internal:

Action:

Admin and Logistic Directorate

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.

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Website : www.bnacwcafd.gov.bd

06.00.0000.019.48.045.21/Job Vac/1786 03 January 2021

JOB VACANCY AT ORGANIZATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW): PRINCIPAL LEGAL OFFICER (P-5)

Reference:

A. OPCW Job Vacancy for Principal Legal Officer (P-5) (copy enclosed).

1. A notification regarding the job vacancy for "Principal Legal Officer (P-5)" at OPCW was received (vide Reference A). The details of the vacancy is available on the web link: https://jobs.opcw.org/job/job-principal-legal-officer-p-5-_148.aspx. Please note that, the last date for submission of the application to OPCW is **22 January 2021.**

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 information and 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:

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Legislative and Parliamentary Affairs Division
Ministry of Law, Justice and Parliamentary Affairs
Bangladesh Secretariat, Dhaka

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Action Desk	

Army Headquarters
Military Secretary's Branch
Dhaka Cantonment
Dhaka-1206

Naval Headquarters
Naval Secretariat
Banani, Dhaka - 1213

Air Headquarters
Air Secretary's Branch
Dhaka Cantonment

Inspector General of Police
Bangladesh Police
Police Headquarters
6, Phoenix Road, Fulbaria, Dhaka-1000

-By Fax/Email

Internal:

Action:

Admin and Logistic Directorate

Post: Principal Legal Officer (P-5)

General Information

- **Contract Type**: Fixed-term Professional
- **Grade**: P5
- **Total Salary (including post adjustment)**: USD 132,419
- **Closing Date**: 22/01/2021

Job Summary

OPCW is looking for a dedicated and a hardworking professional with knowledge and practical application of International Law, including the Law of Treaties, the Law of International Organisations and International Administrative Law. The Principal Legal Officer will have to facilitate the functioning of the OPCW in accordance with the legal regime of the Chemical Weapons Convention and the internal regulations of the OPCW, in providing legal advice and related assistance. In this position the post holder will prepare and supervise the preparation of legal opinions on the interpretation and implementation of the Chemical Weapons Convention for the policy-making organs of the OPCW and to provide advice to States Parties.

Main Responsibilities

Under the supervision of the Legal Adviser, as the Principal Legal Officer you will be responsible to prepare and to supervise the preparation of legal opinions for other organisational units of the Technical Secretariat. You will participate in the preparation and negotiation of international agreements including Facility Agreements, Privileges and Immunities Agreements. In addition, you will assist the Legal Adviser in general management and administration of the office. You will represent the Office of the Legal Adviser on internal advisory bodies.

Qualifications and Experience

Education

Advanced university degree in Law, in addition to a first degree in Law.

Knowledge and Experience

Experience

At least 10 years of progressively responsible experience in international organisations and/or government service, in the areas of International Law, Disarmament or Administrative Law; Knowledge of the legal aspects of the United Nations common system, including the case law of international administrative tribunals; Experience in the UN common system or in the OPCW would be an asset.

Skills and Competencies

The post holder should have profound knowledge of international law and extensive experience in the practical application of International Law, including the Law of Treaties, the Law of International Organizations and International Administrative Law. The officer will be able to independently prepare legal briefs, opinions, and related documents. The officer should have good interpersonal skills, critical thinking skills, tact and discretion, ability to establish and to maintain collaborative and effective working relations with people in a multi-cultural environment.

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.