

# Head, Declaration, Validation and Evaluation

## General Information

- Contract Type: Fixed-term Professional
- Grade: P4
- Total Estimated monthly remuneration depending on post adjustment and family status: USD 9.307

## Responsibilities

### Job Summary

This role will allow you to oversee and guide the section's staff to ensure that the declaration evaluation work is done in accordance with related work instructions and meets the KPIs. You will also be responsible for carrying out analysis and data monitoring on declaration data with a primary focus on Articles III, IV, V and VI from the Chemical weapons convention.

Your office work will often be replaced by providing assistance and training to States Parties on declaration-related issues including direct advice and support through workshops and meetings. Your expert advice and knowledge will be needed when maintaining a dialogue with other organisations (such as the World Customs Organisation) or internal management in order to ensure that the declaration-related provisions of the Convention are understood and promoted on a national level.

### Main Responsibilities

In your role you will be responsible for:

- Lead the Declaration Validation and Evaluation Section (DVE) ensuring the efficiency and effectiveness of its working practices in order to meet the section's objectives in the OPCW's Programme and Budget;
- Provide accurate, complete and timely inputs on declaration-related issues to the Policy Making Organs and States Parties;
- Ensure that section's activities are at all times in accordance with the confidentiality requirements of the Organisation;
- Develop, implement and periodically review and update Standard Operation Procedures (SOPs) and Work Instructions (WI) for internal and external workflows;
- Manage and develop the section's staff;
- Deputise for the Head of Declarations as necessary.

## Qualifications and Experience

### Education

You should have an advanced university degree which includes a major in chemistry or chemical engineering or related field. A first level university degree in chemistry or chemical engineering or a related subject, in combination with qualifying experience (minimum 9 years) may be accepted in lieu of an advanced university degree.

**Desirable:**

Experience in project management.

**Knowledge and Experience**

Make sure you have at least 7 years' relevant experience working in a public organisation, chemical industry, government or military environment. Work experience should include managing staff.

**Desirable:**

At least 3 years' experience related to the Chemical Weapons Convention (CWC);

Knowledge of chemical weapons (CW) and their chemistry and technologies/processes employed for CW demilitarisation would be an advantage;

Experience with data analysis, databases and data visualisation tools;

Experience working in an international organisation with a similar focus;

Experience with results-based budgeting and managing resources.

**Skills and Competencies**

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

- Proven supervisory skills and takes responsibility for decisions and actions in the delivery of the Section's Work Program;
- Ability to establish priorities and to plan, coordinate and monitor staff in meeting their work plan objectives;
- Strong analytical and conceptual skills, accuracy and attention to detail;
- Good interpersonal and proven communication (oral and written) skills, including ability to prepare reports;
- Strong customer focus towards internal and external stakeholders (ie States Parties, etc.);
- Approaches challenges with innovation, creativity, resilience and agility;
- Up-to-date knowledge of industrial chemistry in relation to chemicals covered by the CWC;
- Knowledge of CWC transfer regimes and understanding of strategic trade control mechanisms;
- Knowledge of Windows-based word processing and presentation tools, databases and spreadsheet programmes;
- Shows tact, discretion and ability to work effectively as part of a team and in a multi-cultural environment and contribute to a positive and productive team environment;
- Adherence to internal and external procedures and rules related to handling of confidential information;
- Commitment to continuous learning.

**To view more details about skills and competencies, please refer to the complete job descriptions**

## 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.

## Additional Information

This fixed-term appointment is for the duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules.

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 mandatory age of separation at the OPCW is 65 years.

Fixed-term staff members participate in the OPCW provident fund. A monthly staff contribution is met with a doubled amount by the OPCW to ensure separating staff have the capital necessary to move on to new challenges.

The Director-General retains the discretion to not 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.

Only fully completed applications submitted before the closing date and through OPCW CandidateSpace will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.