

Head, Declaration, Validation and Evaluation (P-4)

Complete Job Outline

Principal Functions

1. Lead the Declaration Validation and Evaluation Section (DVE) ensuring the efficiency and effectiveness of its working practices in order to meet DEB's objectives in the OPCW's Programme and Budget

Supervise the validation and evaluation of the contents of chemical weapons and industry-related declarations and other verification-related information submitted by State Parties for completeness and consistency;

Guide the discussions by DVE staff with State Parties in order to resolve ambiguities or inconsistencies arising from DVE's analysis of their declarations;

Contribute, towards the wider objectives of DEB, particularly in relation to Article III, IV, V and VI declaration-related issues.

2. Provide accurate, complete and timely inputs to DEB reports on declaration-related issues to the Policy Making Organs

Ensure the maintenance of up-to-date declaration data; provide inputs to DEB reports for other branches/divisions within the Secretariat;

Ensure the timely and accurate input of statistical, analytical and other kinds of information based on declarations/plans/reports by State Parties and partner branches and divisions (CDB, IVB, INS), as part of DEB inputs to implementation reports to the Policy Making Organs;

Review regularly inputs related to declarations issues by the State Parties, to assure accuracy and completeness of DVE output.

3. Provide declaration-related assistance to State Parties

Ensure the timely provision of accurate declaration-related information for dissemination to States Parties as required;

Supervise the development of training material for States Parties, including presentations, e-learning platforms, declarations exercises, etc.

4. Ensure that DVE activities are at all times in accordance with the confidentiality requirements of the Organisation

Ensure that DVE observes fully the procedures required by the confidentiality regime of the Secretariat and that records are maintained on creation, handling, copying and destruction of classified documents;

Review regularly the existing DVE processes regarding handling of confidential information by the DVE.

5. Develop, implement and periodically review and update Standard Operation Procedures (SOPs) and Work Instructions (WI) for internal and external workflows

Ensure that SOPS and WIs are maintained and updated in respect of all significant DVE workflows, and that DVE section members comply with the work flows.

6. Manage and develop DVE staff

Ensure that DVE staff meet their work objectives and that DVE's contribution to the work of the Declarations Branch is timely, accurate and comprehensive;

Coach/mentor DVE staff to encourage them to develop their capabilities; complete performance management requirements (including up-to-date knowledge transfer forms and job descriptions).

7. Deputise for the Head of DEB as necessary.

8. Any other duties as deemed appropriate by the Head of DEB .

Knowledge and Experience

Education

Essential

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.

Experience

Essential

You need to 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 Abilities (key 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.