

NV/ADM/HRB/TMS-560/24

The Technical Secretariat of the Organisation for the Prohibition of Chemical Weapons (OPCW) presents its compliments to the Permanent Representations of the States Parties of the OPCW and has the honour to draw attention to the enclosed addition of the Compendium of Junior Professional Officer (JPO) opportunities within the Technical Secretariat and associated template Bilateral Agreement concerning the provision of Junior Professional Officers.

This Compendium is issued pursuant to the Note issued by the Technical Secretariat, S/1513/2017, dated 10 July 2017, regarding the implementation of the Junior Professional Officer Programme at the OPCW.

Fourteen Junior Professional Officer Opportunities at the P-2 level are available within the Technical Secretariat commencing in 2025.

In accordance with the above-mentioned Note by the Technical Secretariat, should a State Party wish to support a JPO at the OPCW, they are requested to submit an expression of interest for a particular post to the Head, Human Resources Branch. Following receipt of such an expression of interest, the procedure to appoint a JPO will be conducted in accordance with the provisions of the Note mentioned above.

States Parties are encouraged to sponsor opportunities for their nationals as well as for young professionals from countries with economies in transition as an additional mechanism to promote geographical diversity throughout the Technical Secretariat.

Whilst there is no specific closing date for consideration for a JPO post, all efforts to expedite appointment should be made, with a view to appointments being agreed to commence as soon as possible in 2025. Further details will be made available to those States Parties that may be considering submitting an expression of interest.

The Technical Secretariat in particular encourages States Parties to include suitably qualified and experienced women amongst any nominations they may make.

The Technical Secretariat of the Organisation for the Prohibition of Chemical Weapons thanks the Permanent Representations of the States Parties to the OPCW for their assistance in this regard and avails itself of this opportunity to renew to them the assurances of its highest consideration.

The Hague, 28 November 2024



This Agreement is entered into between the Organisation for the Prohibition of Chemical Weapons (hereinafter referred to as the "OPCW"), an intergovernmental organisation established under Article VIII of the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction, represented by its Technical Secretariat (hereinafter referred to as the "Secretariat") whose address is Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands, and STATE PARTY, represented by its RELEVANT MINISTRY (hereinafter referred to as the "RELEVANT MINISTRY"), whose address is [insert address]. Hereinafter, the Secretariat and the RELEVANT MINISTRY are also referred to individually as a "Party" and collectively as the "Parties".

WHEREAS the Parties seek to prepare young professionals for careers in the international civil service whilst at the same time providing additional resources to the Secretariat for non-programmatic, extra-budgetary, project-related activities;

NOW, THEREFORE, the Parties hereby agree as follows:

Article 1

The RELEVANT MINISTRY undertakes to provide the Secretariat with Junior Professional Officers (JPOs) for activities to be carried out by the Secretariat in accordance with the following principles:

1. JPOs shall be persons with suitable academic and professional qualifications who shall normally be under the age of 32 years at the time of application and be in possession of an advanced university degree (or equivalent combination of a degree and qualifying experience) together with a minimum of two years of relevant professional experience.
2. When the Secretariat determines that there exists a need for JPOs which might appropriately be met by candidates who are nationals of States Parties, a list of potential opportunities would be sent to participating States Parties for the expression of interest. The list would embody or be accompanied by a job description providing for, inter alia, the office to which the JPO would be assigned.
3. Upon receiving the specific request from the Secretariat on the nominations of candidates and expressing its interest in an opportunity, the RELEVANT MINISTRY will provide the Secretariat with a list of candidates in a reasonable timeframe. The Secretariat will give careful consideration to the candidates submitted by the RELEVANT MINISTRY, but may decline any of those candidates for such reasons as it may deem sufficient.
4. Assignment of JPOs pursuant to this Agreement would be made by the Secretariat subject to the agreement of the RELEVANT MINISTRY.
5. Candidates selected for appointment by the Secretariat will have the status of international civil servants and will be subject to the authority of the Director-General of the OPCW and will be responsible to him/her in the exercise of their functions. They shall not seek or accept instructions in the performance of their duties from any government, including their own, or other authority outside the OPCW.

2. When the assignment comes to an end, any outstanding surplus relating to the assignment shall be placed to the credit of the RELEVANT MINISTRY who shall advise whether the surplus should be carried over to a subsequent JPO assignment or be returned to the RELEVANT MINISTRY. Similarly, any deficit relating to the assignment to which the RELEVANT MINISTRY has given its prior approval will be paid by the RELEVANT MINISTRY into the account designated by the Secretariat.
3. Within three (3) months of completion of the agreed period of work of each JPO, the Secretariat shall submit to the RELEVANT MINISTRY a final statement of account concerning the assignment.

Article 5

All financial transactions pursuant to Article 4 of this Agreement are subject to OPCW internal and external audit. Furthermore, should a report of the external auditor of the OPCW contain observations relevant to the assignment, a copy of such report and comments thereon will be made available to the RELEVANT MINISTRY by the Secretariat.

Article 6

The Secretariat shall draw against the accounts mentioned in Article 4 of this Agreement the following expenditures arising directly out of the assignment of the JPO as provided in the Financial Regulations, Rules and directives of the OPCW, including in particular:

1. salaries and allowances payable to the JPO pursuant to the respective Letters of Appointment and the applicable OPCW Staff Regulations and Interim Staff Rules;
2. travel and related expenses to and from the place of assignment for the JPO and dependants who are to be regarded as such according to the OPCW Staff Regulations and Interim Staff Rules;
3. health, accident and disability (service-incurred and non-service-incurred) insurances and employer's contributions to the Provident Fund;
4. travel expenses and daily subsistence allowances for field assignments which the JPO carries out in the course of his/her employment with the OPCW provided that the RELEVANT MINISTRY has previously agreed to this; and
5. claims in connection with the cessation of employment by the JPO from the OPCW including payment for accrued annual leave if applicable.

Article 7

The Secretariat shall draw against the accounts mentioned in Article 4 of this Agreement a sum equivalent to 10 percent of the expenditures referred to in Article 6 of this Agreement to be retained for the settlement of administrative costs.

Article 8

All payments in respect of expenditures incurred in currency other than Euro would be made on the basis of the prevailing UN operational rates of exchange.



Junior Professional Officer (JPO) COMPENDIUM

Available Placements for 2025

(Published November 2024)

Organisation for the Prohibition of Chemical Weapons (OPCW)
Johan de Wittman 32, 2517 JR, The Hague, Netherlands

OPCW

Junior Professional Officer Programme

Opportunities 2025

INTRODUCTION

The Organisation for the Prohibition of Chemical Weapons remains committed to hosting Junior Professional Officers (JPO's) in The Hague. Now entering the seventh year of placements in extra-budgetary projects related activities within the Technical Secretariat (TS), we are once again looking for JPO's for the coming year.

Our JPO Programme is aimed at equipping outstanding young professionals with the skills and experience required to advance the Organisation's goals and objectives. As a pathway into international public sector professional employment, the programme offers young professionals' excellent exposure to a multilateral organisation.

The aims of our JPO Programme are two-fold, to provide opportunities for States Parties to sponsor young professionals in receiving professional work experience in an international organisation, whilst at the same time providing additional resources to the TS for extra-budgetary, project-related activities.

States Parties are encouraged to sponsor opportunities for their nationals as well as for young professionals from countries with economies in transition as an additional mechanism to promote geographical diversity throughout the TS.

The initial appointment of a JPO is typically a one year fixed-term appointment at the P-2 grade level, step I. An extension is possible following the successful completion of the first year provided the performance and conduct of the JPO is at a minimum satisfactory, there continues to be an organisational need, and the State Party has available funds. The maximum length of service is normally two years.

In order to participate in the programme, States Parties will have to conclude a standard bilateral agreement which outlines the responsibilities under the Programme of both the State Party concerned and the OPCW, including the necessary funding arrangements.

JPO's shall normally be under the age of 32 years at the time of application and be in possession of an advanced university degree (or equivalent combination of a degree and qualifying experience) together with a minimum of two years of relevant professional experience as well as a track record of good conduct. A list of available placements is attached.

Terms of Reference	
<p>Title: Associate Programme Officer</p> <p>Post Level: P-2</p> <p>Reports To: Head, Assistance and Protection Branch</p>	<p>Organisational Unit: Assistance and Protection Branch (APB), International Cooperation and Assistance Division (ICA)</p>
<p>1. Organisational setting:</p> <p>The Assistance and Protection Branch (APB) is responsible for assisting the Member States in implementing the Article X of the Chemical Weapons Convention (CWC). The International Cooperation and Assistance Division (ICA) serves as international provider and platform for providing specialised and technical assistance in support of States Parties efforts to meet their obligations under the CWC through a portfolio of wide range of programmes and projects. These capacity building programmes are aimed at contributing to build and enhance States Parties capacity to respond to the emergency created by chemical incidents, involving the use of chemical weapons, the misuse of toxic chemicals, or other such releases.</p> <p>The APB develops and runs a portfolio of capacity building projects aimed at enhancing the national programmes for protective purposes related to use of chemical weapons or misuse of toxic chemicals. These programmes promote the dissemination and sharing of best practices in the field of chemical emergency response and are focused on the first responders and emergency management personnel of OPCW States Parties. The Branch also offers a wide range of specialised training covering advanced topics to support the development of expertise in this field.</p>	
<p>2. Main purpose of the post:</p> <p>The role of the Associate Programme Officer is mainly to support the development and coordination of an Assistance and Protection capacity building programme in a region to be determined. The Associate Programme Officer, under the guidance of the Branch Head and relevant Senior Programme Officer will contribute to the planning, design, implementation and reporting related to the programme. This JPO will also be exposed to the range of HQ-based activities of the Branch and Division, as well as the work of the Policy-Making Organs.</p>	
<p>3. Duties and responsibilities:</p>	
<p>1) Provide support to staff members working on Assistance and Protection projects in the supported region;</p>	
<p>2) Participate in the design and development of the annual workplan supporting the work in the target region;</p>	
<p>3) Communicate with National Authorities and stakeholder agencies in the hosting States Parties, as well as those of the first responders and others applying for and/or participating in the supported projects;</p>	
<p>4) Support the staff members in the preparation and conduct of specific events, falling under the projects in the region;</p>	
<p>5) Support the staff members with the preparation of reporting on supported activities and follow-up with stakeholders to conduct a deeper analysis of the impact of activities and projects of the Branch;</p>	
<p>6) Support APB staff in the monitoring and recording of Article X-related submissions of States Parties;</p>	
<p>7) Support the Head of APB in monitoring the progress of the Regular Budget and various voluntary contributes by maintaining, streamlining and analysing the data on a regular basis, and preparing reports</p>	

for donors

- 8) Assist the Branch Staff in the preparation of various documents and reports for senior management of the Secretariat and for the PMOs; and
- 9) Other tasks assigned by the Head of APB.

4. Minimum Qualifications Required:

Education:

- An advanced university degree in a related field. A first level university degree in a related field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree.

Experience:

- A minimum of two years of working experience in the field of programme management, political affairs or CBRN-related capacity development, preferably in government, multilateral or international organisations.
- Experience with drafting papers, analysis of information and facilitation of meetings.

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- Communication: Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts
- Teamwork: Ability to focus, align and build effective groups. Is willing to share or partner for seeing the whole being greater than the sum of the parts
- Collaboration: Ability to work effectively with peers, partners, and others, positively impacting business performance. Serves both internal and external clients, building sustainable relationships. Ability to drive for continuous improvement of results. Takes responsibility for the delivery of agreed results and monitors and maintains quality of work.

Language requirements:

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

Other skills:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)

5. Training and Learning:

The JPO will benefit from the following specific training and learning modalities/ opportunities in the receiving office:

- Become familiar, on high level, with the project management approaches to enhance capacities in coordinating with OPCW Member States and partner agencies.
- Become familiar with the APB programme and activities and capacity building methodologies to promote the Convention.
- Participate in development and implementation of projects, procedures and guidelines related to Article X of the Convention.

6. Work relationships/partnership:

The Associate Programme Officer will report to the Head, Assistance and Protection Branch.

7) An allocation of cash in the projects and programs assigned to you if necessary.

10) Make and deliver the presentations assigned for various meetings, gatherings, workshops, etc.; and

11) other tasks assigned by the Head of APB

4. Minimum Qualifications Required:

Education:

- An advanced university degree in a related field. A first level university degree in a related field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree.

Experience:

- A minimum of two years of working experience in the field of programme management, political affairs or CBRN-related capacity development, preferably in government, multilateral or international organisations.
- Experience with drafting papers, analysis of information and facilitation of meetings.

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- **Communication:** Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts
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- Participate in development and implementation of projects, procedures and guidelines related to Article X of the Convention.

6. Work relationships/partnership:

The Associate Programme Officer will report to the Head, Assistance and Protection Branch.

Education:

- An advanced university degree in a related field. A first level university degree in a related field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree.

Experience:

- A minimum of two years of working experience in a relevant field with an advanced university degree.

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- **Communication:** Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts
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Language requirements:

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

Other skills:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)

5. Training and Learning:

The JPO will benefit from the following specific training and learning modalities/ opportunities in the receiving office: The JPO will gain hands-on experience and knowledge, developing a comprehensive understanding of chemical safety and security management, international cooperation, and the impact of emerging technologies in disarmament and non-proliferation efforts. Through mentorship by experienced staff members within the ICB, the JPO will actively contribute to achieving the OPCW's objectives and supporting the implementation of the CWC at both the regional and global levels.

6. Work relationships/partnership:

The JPO will report directly to the Head of ICB, who will provide guidance, oversight, and feedback on the JPO's work. The JPO will work closely with other branches and sections within the ICA, especially those involved in international cooperation and capacity-building initiatives. The JPO will interact with national authorities and government representatives from OPCW member states.

...with qualifying experience (4 years) may be accepted in lieu of an advanced university degree.

Experience:

- A minimum of two years of working experience in a relevant field with an advanced university degree.

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- Communication: Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts
- Teamwork: Ability to focus, align and build effective groups. Is willing to share or partner for seeing the whole being greater than the sum of the parts
- Planning and Organizing: Skilled in planning and managing regional programmes, workshops, and initiatives, ensuring alignment with project goals and timelines.

Language requirements:

- Fluency in English is essential. Knowledge of Spanish and/or French is desirable. A good working knowledge of one of the other official languages (Arabic, Chinese, Russian) is an advantage.

Other skills:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)

5. Training and Learning:

The JPO will benefit from the following specific training and learning modalities/ opportunities in the receiving office:

- The JPO will gain hands-on experience and knowledge in these critical areas, developing a comprehensive understanding of chemical weapons disarmament, international cooperation, and legislative and policy frameworks.
- Through mentorship by experienced staff members within the IPB, the JPO will actively contribute to achieving the OPCW's objectives and supporting the implementation of the CWC at both the regional and global levels.
- In-depth exposure to Convention-related legislative drafting
- Advanced communication and presentation training

6. Work relationships/partnership:

The JPO will report directly to the Head of IPB, who will provide guidance, oversight, and feedback on the JPO's work. The JPO will work closely with other branches and sections within the ICA, especially those involved in international cooperation and capacity-building initiatives. The JPO will interact with national authorities and government representatives from OPCW member states.

4. Minimum Qualifications Required:

Education:

- An advanced university degree in law, international relations, security studies or a related field. A first level university degree in a related field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree.

Experience:

- A minimum of two years of working experience in a relevant field with an advanced university degree.

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- Communication: Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts
- Teamwork: Ability to focus, align and build effective groups. Is willing to share or partner for seeing the whole being greater than the sum of the parts
- Planning and Organizing: Skilled in planning and managing regional programmes, workshops, and initiatives, ensuring alignment with project goals and timelines.

Language requirements:

- Fluency in English is essential. Knowledge of Spanish and/or French is desirable. A good working knowledge of one of the other official languages (Arabic, Chinese, Russian) is an advantage.

Other skills:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)

5. Training and Learning:

The JPO will benefit from the following specific training and learning modalities/ opportunities in the receiving office:

- The JPO will gain hands-on experience and knowledge in these critical areas, developing a comprehensive understanding of international cooperation, and trade-related—regulatory frameworks. Through mentorship by experienced staff members within IPB, the JPO will actively contribute to achieving the OPCW's objectives and supporting the implementation of the CWC at regional and global levels.
- In-depth exposure to Convention-related legislative drafting
- Advanced communication and presentation training

6. Work relationships/partnership:

The JPO will report directly to the Head of IPB, who will provide guidance, oversight, and feedback on the JPO's work. The Head of IPB will set priorities, review progress, and ensure alignment with the branch's strategic goals. The JPO will work closely with other branches within ICA, especially in relation to chemical security. The JPO will interact with national authorities and government representatives from OPCW member states.

stemming from the interpretation and implementation of the OPCW constituent legal instruments (CWC) and other legal documents pertaining to the operations/activities of the OPCW (e.g., Staff Regulations and Rules, Financial Regulations and Rules, Procedural Rules of the Policy-Making Organs, international agreements and commercial contracts).

3. Duties and responsibilities:

1) Legal aspects of the CWC. This includes: 1) Assists in the drafting of legal opinions on the interpretation and implementation of the Convention provisions and related decisions adopted by the policy-making organs. 2) Represents LAO in OPCW training courses or lectures to the public, delivering presentations on legal aspects of the CWC.

2) International agreements concluded by the Organisation. This includes: 1) Assists in the drafting, review, interpretation, and negotiation of international agreements, in particular bilateral agreements with States Parties such as voluntary contribution agreements and agreements concerning the Privileges and Immunities of the Organisation entered into pursuant to Article VIII of the CWC, including the Organisation's Headquarters Agreement with the Kingdom of the Netherlands. 2) Assist in maintaining and updating the International Agreements Registry in accordance with the Organisation's procedures, including the relevant provisions of AD/ADM/08/Rev.1.

3) Contracts: Commercial and service matters. Assists in reviewing contracts for the purchase of goods and/or services to be concluded between OPCW and its vendors (for example, insurance policies, license agreements, maintenance contracts, lease agreements).

4) Administrative law of the Organisation. This includes: 1) Assists in drafting legal memoranda and legal opinions on personnel issues, including interpretation of the Staff Rules and Regulations and other internal legislation of the OPCW; and assists in preparing legal advice on cases in the internal justice system and before the ILOAT. 2) Assists in providing legal advice and answers requests in relation to the confidentiality and data protection regimes of the OPCW. 3) Assists in reviewing draft administrative directives (ADM, FIN, or PER), information circulars, and other internal legislative instruments.

5) Conducts research and provides general legal advice as necessary on diverse legal issues. Assists in updating the Organisation's country profiles (i.e., backgrounders) with the relevant legal input; Performs other duties as required.

4. Minimum Qualifications Required:

Education:

- An advanced university degree in a law. A first level university degree in law field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree.

Experience:

- A minimum of two years of working experience in law with an advanced university degree.
- Prior experience in a legal office of an intergovernmental organisation would be considered an asset.

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- **Communication:** Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts
- **Teamwork:** Ability to focus, align and build effective groups. Is willing to share or partner for seeing the whole being greater than the sum of the parts
- **Planning and Organizing:** Ability to plan ahead and work in a systematic and organised way. Supports the organisation in meeting its deliverables through its employees.
- **Collaboration:** Ability to work effectively with peers, partners, and others who are not in their line of command, positively impacting business performance. Serves both internal and external clients, building sustainable relationships. Ability to drive for continuous improvement of results. Takes responsibility for the delivery of agreed results and monitors and maintains quality of work.

Terms of Reference

<p>Title: Associate Equity, Diversity, and Inclusion Officer</p> <p>Post Level: P-2</p> <p>Reports To: Head, Human Resources Branch</p>	<p>Organisational Unit: Human Resources Branch (HRB)</p>
<p>1. Organisational setting:</p> <p>The Human Resources Branch (HRB) is a strategic partner to managers, staff and the Organisation as a whole. Diversity is a core component of OPCW workforce, and creating an inclusive, safe and equitable work environment is crucial to lead the Organisation to the best possible results. Under the general supervision of the Head of Human Resources Branch, and in collaboration with the Governance Team, the JPO Equity, Diversity and Inclusion Officer will support the development of HR initiatives and reporting activities that create and foster an open and inclusive culture.</p>	
<p>2. Main purpose of the post:</p> <p>Under the general supervision of the Head of Human Resources Branch, and regular guidance of the Staff Relations and Welfare Officer, the Associate Equity, Diversity, and Inclusion (EDI) Officer will be responsible for developing HR initiatives and policies that create and foster an open and inclusive working environment and culture at the OPCW. The role also aims to strengthen the organisational approach to, and communications around, EDI to garner commitments to and build a better understanding of the benefit of EDI to the workforce and workplace culture. In addition, the Associate EDI Officer will partner with national authorities to enhance collaboration and knowledge sharing, ensuring a cohesive approach to equity and inclusion initiatives. In accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the Associate EDI Officer aims to reduce workplace inequality, promote positive attitudes, and prevent/reduce discrimination, and foster a sense of belonging for all staff members.</p>	
<p>3. Duties and responsibilities:</p>	
<p>1) Contribute in a substantive manner to the OPCW's EDI practices and plans of action, focusing on a holistic approach. Review and catalogue current HR practices and policies from an EDI perspective; identifying areas for improvement.</p>	
<p>2) Organise internal and external campaigns to raise awareness and assist managers and the workforce in integrating and upholding EDI principles and practices in all aspects of work.</p>	
<p>3) Liaise, under guidance, with external stakeholders to discuss needs, explore solutions and offer support on EDI matters.</p>	
<p>4) Plan, prepare, and coordinate EDI events, workshops, presentations, meetings and/or trainings, for staff members and other key stakeholders in the Organisation.</p>	
<p>5) Work with staff members and supervisors to offer guidance on EDI issues and to provide insight on issues impacting these groups.</p>	
<p>6) Identify and consolidate the efforts of the OPCW, international organisations, national authorities, and gender focal points to increase gender equity in the Organisation.</p>	
<p>7) Partner with national authorities on research, analysis, and evaluation, and quantitative and qualitative research related to EDI.</p>	
<p>8) Keep abreast of relevant developments and best practices in the field of EDI and collaborate with national authorities to understand needs and identify opportunities for targeted interventions.</p>	
<p>9) Participate in (UN) inter-agency and national authority meetings and activities in the field of EDI to promote continued collaboration and understanding.</p>	
<p>10) Work with HR colleagues to ensure inclusive and sensitive policies and practices, such as</p>	

Terms of Reference

<p>Title: Associate HR Policy Officer</p> <p>Post Level: P-2</p> <p>Reports To: Human Resources Policy Officer</p>	<p>Organisational Unit: Human Resources Branch (HRB)</p>
<p>1. Organisational setting:</p> <p>By providing service excellence to senior managers and staff in relation to Human Resources Management, policy and staff administration the Human Resources Branch provides and sustains a quality human resource and workforce management framework to ensure the Secretariat can fulfil its strategic and operation objectives efficiently and effectively. This is achieved through human resources support in workforce planning and recruitment of personnel, in integrated support to managers and staff members in relation to performance management, conflict and dispute resolution, and grievances and disciplinary cases and by administering the terms and conditions of appointments of the Secretariat's workforce.</p>	
<p>2. Main purpose of the post:</p> <p>This Associate Human Resources (HR) Policy Officer is a part of HR Governance. The incumbent will provide support, analysis and advice in the development of and consistent interpretation and communication of the OPCW HR policy framework as well as support in the management of employee relations cases.</p>	
<p>3. Duties and responsibilities:</p>	
<p>1) Review, revise and draft HR policies and communication pieces in close collaboration with the relevant HRB teams and in consultation with the Office of the Legal Advisor; consider relevant data when drafting policy elements.</p>	
<p>2) Undertake research on best practices throughout the UN Common System and other comparable organisations; propose certain practices and processes for adaptation by OPCW.</p>	
<p>3) Draft procedures and guidelines in consultation with relevant stakeholders, ensuring consistency with the Organisation's priorities, legislative framework and management objectives.</p>	
<p>4) Conduct analysis, research, and advice on HR aspects of assigned grievances, appeals, disciplinary matters, and other contentious cases taking into account the Human Resources policy framework, precedent and lessons learned.</p>	
<p>5) Support the assigned HR focal point with the management of the formal internal appeal and disciplinary processes and assist in preparing the Organisation's case submissions and providing logistical and data support for investigations, paying particular attention to legal compliance and deadlines.</p>	
<p>6) Conduct lessons learned and analysis on the effectiveness and impact of HR policies, processes and practices; suggest areas for improvement. Maintain a policy and lessons learned inventory.</p>	
<p>7) Participate in broader HR and cross-functional projects and initiatives.</p>	
<p>4. Minimum Qualifications Required:</p> <p>Education:</p> <ul style="list-style-type: none"> An advanced university degree in human resources management, industrial or organisational psychology, law, public or business administration, social sciences, or other relevant field. A first level university degree in a related field in combination with qualifying experience (4 years) may be 	

Terms of Reference

<p>Title: Associate Knowledge Management Officer</p> <p>Post Level: P-2</p> <p>Reports To: Knowledge Management Advisor</p>	<p>Organisational Unit: Knowledge Management, Office of the Director of Administration (ODA)</p>
<p>1. Organisational setting:</p> <p>The Knowledge Management Section within the Office of the Director of Administration (DOA) oversees knowledge identification, retention and transfer of the whole Organisation. It is tasked with functions such as promotion of knowledge sharing culture in OPCW; identification of core knowledge pertinent to implementation of the CWC; sustainable and re-usable preservation thereof; and facilitation of the work of Knowledge Management focal points across all Divisions and Offices of the OPCW. The KM Section also includes the OPCW Library, and the Archives units.</p> <p>As a knowledge-based organization, the OPCW relies on the expertise and knowledge of its staff to fulfil its mission and effectively and efficiently implement the Chemical Weapons Convention (CWC). In order to manage the unique combination of knowledge in all areas relevant to CWC, special processes and activities have to be set in place, enabling the Organisation to leverage the expertise of its staff to the full extent, as well as retain the institutional memory. The Knowledge Management at the OPCW is a dynamic and challenging task, requiring understanding of operations of all organizational units, relevant processes especially in core knowledge in and around Chemical Weapons (CW), as well as expertise development contributing to overall workforce planning. The Knowledge Management Section coordinating the work of KM officers and KM focal points across the Organisation, seeks a Junior Professional Officer (JPO) to support its function.</p>	
<p>2. Main purpose of the post:</p> <p>The Associate Knowledge Management Officer post will strengthen the Knowledge Management activities of the Technical Secretariat, contributing to the implementation of the KM Strategy, and internal communications and information management, and facilitation of knowledge retention and transfer processes.</p>	
<p>3. Duties and responsibilities:</p> <p>1) Promote cultural change in support of knowledge management. This includes: 1) supports the Knowledge Management (KM) Office in developing a culture that encourages "ask-learn-share" behaviours and promoting utilisation of knowledge management processes and tools across the organisation. 2) Actively participates in KM-induced internal communication and change management initiatives. 3) Supports the Knowledge Management Advisor (KMA) in representation of the KM function to stakeholders across the organisation.</p> <p>2) Implementation of knowledge management strategy. Guided by the KMA, continuously reviews practice and policy documents associated with KM and implements changes to the relevant framework to cover processes, tools and governance.</p> <p>3) Support the management of KM function. This includes: 1) Facilitates the meetings of organisational KM focal points (Knowledge Management Champions), 2) assists the KMA in planning of the tasks of the KM team, oversee the needs for training and follow-up on objectives.</p>	
<p>4. Minimum Qualifications Required:</p> <p>Education:</p> <ul style="list-style-type: none"> • An advanced university degree in a related field. A first level university degree in a related field in 	

INSPECTORATE DIVISION

Terms of Reference	
Title: Associate Training Coordination Officer Post Level: P-2 Reports To: Head, Contingency and Chemical Demilitarisation Unit	Organisational Unit: Inspection Team Personnel, Contingency and Chemical Demilitarisation Unit (ITP/CCD)
1. Organisational setting: The INS Division is tasked to delivering the TS mandate in article IV, V, VI, IX and X missions and related trainings. The division consists of three main units ITP which has two subunits (ITA and CCD), OTSB and CMB. The JPO will report to CCD which has 33 staff members and is the INS unit primarily responsible for the implementation of Inspectorate's training plan. In addition to inspections, the INS staff are engaged in training, projects and assignments which require a great deal of coordination and liaising, which the JPO will assist in.	
2. Main purpose of the post: The Inspectorate Division (INS) structure depicts versatile functions of the sub-teams; however, this structure requires greater coordination efforts between the sub-teams who are engaged in training planning, organisation and implementing. The JPO will play a pivotal role in coordinating these efforts between the sub-teams whilst also keeping track of records and ensuring relevant data remains up to date. The JPO will also be responsible for gathering and updating feedback, lessons learned, knowledge management and transfer, and maintaining institutional memory with the aim of preserving the core knowledge and the capacity building efforts within the Inspectorate Team Personnel (ITP) staff.	
3. Duties and responsibilities:	
1) Assist in the coordination of implementation of training activities between sub-teams under the supervision of training coordinators.	
2) Liaise with mission planning coordinators regarding any changes to training planning.	
3) Maintaining continuous contact with both Head, CCD and Head, ITA within the ITP, and Head, CMB and Senior Mission Planning Coordinators within the OTSB.	
4) Handle administrative tasks related to training including communications with training providers.	
5) Assist in updating and reporting the progress on the training activities including lessons learned and feedback.	
6) Assist in running and analysing internal surveys about training needs prior to training planning.	
4. Minimum Qualifications Required:	
<u>Education:</u> <ul style="list-style-type: none"> • An advanced university degree in a related field. A first level university degree in a related field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree. • Certification in Project/Programme Management or equivalent degree in training management. 	
<u>Experience:</u> <ul style="list-style-type: none"> • A minimum of two years of working experience in a relevant field with an advanced university degree. 	

Terms of Reference

<p>Title: Associate Project Coordination Officer</p> <p>Post Level: P-2</p> <p>Reports To: Head, Industry and Technology Advancement Unit</p>	<p>Organisational Unit: Inspection Team Personnel, Industry and Technology Advancement Unit (ITP/ITA)</p>
<p>1. Organisational setting:</p> <p>Industry and Technology Advancement Unit comprises of around 30 Inspectors and Team Leaders, primarily in charge of conducting inspections and associated trainings. Additionally, ITA staff is engaged in supporting activities and continuous improvement projects such as Art.VI specialty training, Cross-training, Associate Program, operational software's development and implementation, assessment of new technologies, digitalization projects.</p>	
<p>2. Main purpose of the post:</p> <p>The JPO will provide support to the Industry and Technology Advancement Unit on the monitoring and continuous improvement of its core activities. The JPO will be exposed to the OPCW's mandate (as per the Chemical Weapons Conventions (CWC) and other relevant reference documents) and will obtain understanding of how ITP contributes to its accomplishment. The JPO will also be able to practice his/her skills and to acquire new knowledge and experience in the process.</p>	
<p>3. Duties and responsibilities:</p> <ol style="list-style-type: none"> 1) Monitoring of Inspectorate Team Personnel (ITP) projects' implementation. 2) Reporting of Industry and Technology Advancement Unit (ITA) core activities. 3) Help in updating relevant ITP documents and contribute to the creation of digital content. 4) Analyse information gathered from diverse sources and contribute to the preparation and review of various written outputs as required by the Head of ITA. 5) Proactively use OPCW databases and handle analytical data. 6) Perform research on relevant ITP topics, preparation of ITP presentations and ad-hoc reports. 7) Disseminate the INS Project Management methodology within ITA and assist inspectors accordingly. 	
<p>4. Minimum Qualifications Required:</p> <p><u>Education:</u></p> <ul style="list-style-type: none"> • An advanced university degree in a related field. A first level university degree in a related field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree. • Certification in Project/Programme Management or equivalent degree in training management. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • A minimum of two years of working experience in a relevant field with an advanced university degree. <p><u>Competencies (required knowledge, skills, abilities, attitudes and behaviours):</u></p> <ul style="list-style-type: none"> • Communication: Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts • Teamwork: Ability to focus, align and build effective groups. Is willing to share or partner for seeing the whole being greater than the sum of the parts • Innovation: Ability to instigate needed change and to show a positive and open attitude towards 	

...able to coordinate with cross-organisational teams appearing before the Conference of the States Parties and associated events, such as the annual Victims Remembrance Day and the OPCW-The Hague Award ceremony; assist with procurement-related activities for purchasing protocol services and goods while ensuring compliance with the Organisation's guidelines and procedures in that matter; and draft official OPCW correspondence including programmes, reports, memos and minutes.

4) Support liaison with partner organisations and other external stakeholders, including arranging visits to the OPCW and the Centre for Chemistry and Technology by delegations from States Parties and other entities

5) Support the Branch's Political Affairs team as required, including assisting with the coordination and preparation of a range of policy documents, facilitating the engagement with States Parties and International Organisations, and assisting with the liaison with the host country.

6) Other duties as designated by the supervisor.

4. Minimum Qualifications Required:

Education:

- An advanced university degree in international relations, political science, diplomacy or in a related field. A first level university degree in politics, law, international affairs or in a related field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree.

Experience:

- A minimum of two years of working experience in protocol or political affairs with an advanced university degree.
- Demonstrable bilateral and multilateral diplomacy skills.
- Demonstrable bilateral and multilateral diplomacy skills.

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- Communication: Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts
- Teamwork: Ability to focus, align and build effective groups. Is willing to share or partner for seeing the whole being greater than the sum of the parts
- Accountability: Ability to drive for continuous improvement of results. To take responsibility for the delivery of agreed results and monitor and maintain quality of work.
- Planning and Organizing: Ability to plan ahead and work in a systematic and organised way. To support the Organisation in meeting its deliverables through its employees.
- Client Orientation: Ability to work effectively with peers, partners, and others who are not in one's line of command, positively impacting business performance. To serve both internal and external clients and build sustainable relationships.
- Judgement/Decision making: Ability to ensure that any judgements or decisions taken promote the strategic goals of the Organisation. To take decisions based on facts and data, in an amount of time that benefits the Organisation's activities.
- Excellent drafting skills in English.

Language requirements:

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

Other skills:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)

5. Training and Learning:

<ul style="list-style-type: none"> ▪ Developing a technology-testing prioritisation matrix which systematically ranks the order in which technologies should be tested and validated based on a scoring mechanism which quantifies the risks associated with the adoption of the technology, and the prospective beneficial value. ▪ Designing efficient and scalable tiered database system, implement ETL pipelines, and indexing for ensuring efficient data retrieval. 	<p>2) Development of the Software Front End</p> <ul style="list-style-type: none"> ▪ Develop a dynamic user interface which present data insights interactively, ensuring adherence to UX best practices. ▪ Implement REST APIs to establish interaction between the front-end components and server-side units.
<p>3) Configuration of Hosting Environment</p> <ul style="list-style-type: none"> ▪ Perform evaluation of services offered by cloud providers, considering pre-build algorithmic models offered, databases services, support services, and cost structures offering insights on which provider best aligns with the needs and objectives of the Project. ▪ Set up a reliable cloud hosting environment to deploy the application, with a focus on modularity, scalability, and security. 	<p>4) Software Deployment and Iterative Improvements</p> <ul style="list-style-type: none"> ▪ Maintain communication with the Associate Project Coordination Officer to ensure the deployment timelines of the software application align with the Project's deliverables timeline. ▪ Improve the developed architecture and back-end codebase for enhancing the efficacy of the software's capabilities. ▪ Refine the UI creation based on feedback received from end-users, ensuring that a user-centric digital solution is being maintained. ▪ Monitor application health post-deployment, utilising logging and monitoring tools to identify and troubleshoot performance issues swiftly.
<p>4. Minimum Qualifications Required:</p> <p><u>Education:</u></p> <ul style="list-style-type: none"> ▪ An advanced university degree in Computer Science, Information Technology or a related field. A first level university degree in a related field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • A minimum of two years of working experience with an advanced university degree. • Knowledge of Programming Languages, Network Protocols and Web Scraping Frameworks. • Experience in evaluating metrics and statistical tests for machine learning. • Knowledge of database architecture and management. • Understanding of the principles and patterns of UI/UX. • Knowledge and understanding of cloud computing. • A good understanding of various domains of emerging technologies, defining their scope and boundaries with precision would be advantageous. <p><u>Competencies (required knowledge, skills, abilities, attitudes and behaviours):</u></p> <ul style="list-style-type: none"> • Communication: Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts • Client orientation: Ability to work effectively with peers, partners, and others who are not in one's line of command, positively impacting business performance. To serve both internal and external clients and build sustainable relationships. • Accountability: Ability to drive for continuous improvement of results. To take responsibility for the 	

delivery of agreed results and monitor and maintain quality of work.

- **Creativity:** Ability to develop and produce new and useful ideas or insights and to implement them at work. To create innovative ways of designing projects or outputs. To find new solutions for "business as usual" problems, leveraging on new technologies and trends.
- **Commitment to Continuous Learning:** Ability to take initiative in learning and implementing new concepts, technologies and/or methods. To commit to continually improve skillset by gathering new knowledge.

Language requirements:

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

Other skills:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)

5. Training and Learning:

The JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office: Project Management

6. Work relationships/partnership:

The JPO will report directly to the Head, Technology Support and Logistics of the Operations and Technology Support Branch (OTSB) of the Inspectorate Division. There will be direct working links to all members of the Technology Hub specifically the Associate Project Coordination Officer, the members of the Project 'Development of Test and Validation Capabilities for Technologies' from the Technical Secretariat as well as external partners and supplier, as required.

support universalisation efforts of the Organisation, as well as national implementation initiatives. A robust youth engagement strategy will not only allow the Organisation to leverage the considerable power of this growing (and active) segment of society, but also support ongoing capacity building and recruitment activities in a more holistic and sustainable manner.

The Associate Engagement Officer will be instrumental in supporting ongoing efforts to deep civil society engagement outside of the regular Conference attendance. She/he will also support preparation of a draft youth strategy for the Organisation to consolidate and strengthen youth outreach in support of the OPCW's mandate.

3. Duties and responsibilities:

1) Support to the Branch's overall civil society engagement portfolio, including the yearly accreditation of NGOs and any intersessional activities. Proactively engage traditionally under-represented regions and groups and propose activities and outreach strategies in this regard.

2) Serve as the primary focal point for OPCW's youth-focused activities; Provide input into ongoing youth engagement activities, and proactively suggest events and initiatives such as lecture programmes, workshops and careers/information fairs; Assists in identifying opportunities to include youth in a more focused and proactive manner across the Organisation and in specific programmes and initiatives (e.g. Africa Programme, capacity building, e-learning, etc.).

3) Support the drafting of a comprehensive youth strategy for the Organisation; Research and catalogue existing initiatives within OPCW, seeking input and guidance from relevant Technical Secretariat entities and senior management; Prepare input into relevant reports and policy documents.

4) Support liaison with partner organisations on civil society engagement, e.g. the United Nations Office of Disarmament Affairs, CTBTO, IAEA, as well as schools and universities; coordinate relevant programmes and events, including Model UN conferences, European Youth Parliament, etc.

5) Support the Public Affairs Branch (and External Relations Division) as required, including assisting with drafting texts for social media and the website, media monitoring, contribute to in-person and virtual education and outreach activities, including group visits and professional training events.

6) Other duties as designated by the supervisor.

4. Minimum Qualifications Required:

Education:

- An advanced university degree in a related field. A first level university degree in a related field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree.

Experience:

- A minimum of two years of working experience in a relevant field with an advanced university degree.
- Experience in preparing reports and data analysis is an advantage; experience in youth engagement is desired.
- Experience in civil society engagement and fundraising/resource mobilisation is desirable.
- Excellent drafting skills in English.

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- **Communication:** Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts
- **Teamwork:** Ability to focus, align and build effective groups. Is willing to share or partner for seeing the whole being greater than the sum of the parts
- **Creativity:** Ability to develop and produce new and useful ideas or insights and to implement them at work. To create innovative ways of designing projects or outputs. To find new solutions for "business as usual" problems, leveraging on new technologies and trends.

Terms of Reference	
<p>Title: Associate Engagement Officer</p> <p>Post Level: P-2</p> <p>Reports To: Head, Public Affairs Branch</p>	<p>Organisational Unit: Public Affairs Branch (ERD/PAB)</p>
<p>1. Organisational setting:</p> <p>The External Relations Programme conveys the Organisation as the “premier international organisation working for a world free of chemical weapons, with a focus on preventing their re-emergence, by implementing all provisions of the Convention in an effective, efficient, and non-discriminatory manner”, in accordance with the MTP. It seeks to achieve this by providing support to the Secretariat and its senior management regarding engagement with States Parties, States not Party, partners, the public, and other identified stakeholders, such as scientists, civil society, academia, industry, and international organisations.</p> <p>The Public Affairs Branch provides support to the Director-General and the Organisation in promoting the mission, activities, achievements, and continued relevance of the Organisation to targeted audiences, including civil society. To this end, the Branch uses collaboratively developed messages and resources, targeted education and outreach activities, and modernised tools and platforms. Through the Spokesperson, the Branch interfaces with the media on behalf of the Director-General. It also monitors relevant news media, manages the OPCW’s public information, administers the official public website and other social media platforms, provides limited audio and video services, and plans for required capabilities for crisis communications.</p>	
<p>2. Main purpose of the post:</p> <p>The Associate Engagement Officer supports the Division and the Organisation as a whole – in formalizing and strengthening outreach and engagement of civil society with a particular focus on youth, as part of OPCW’s efforts to increase support among a broad range of stakeholders. A recent survey among civil society stakeholders identified specific regions and groups that are currently not well represented in OPCW engagement activities. Additionally, youth has been identified as a cross-cutting issue in tackling the most pressing challenges of our time, including the peace and security agenda and weapons of mass destruction.</p> <p>Strengthening civil society engagement has been a focus of the Organisation in recent years. Currently OPCW engages youth in outreach activities (public visits, capacity building for young scientists and policy makers, e-learning initiatives, fellowships), but there is no overarching strategy tying these together and aligning them clearly with the Organisation’s mandate. It would be beneficial to anchor OPCW’s civil society engagement within broader global outreach strategies and initiatives, especially focusing on youth, including the UN’s Youth 2030 Strategy, Youth 4 Disarmament, and the Youth, Peace and Security Agenda, the EU’s Youth Strategy, and youth initiatives of international organisations such as Comprehensive Nuclear Test Ban Treaty Organization (CTBTO), Organization for Security and Co-operation in Europe (OSCE), International Atomic Energy Agency (IAEA), UN Office of Disarmament Affairs (UNODA), and more.</p> <p>Strengthening and streamlining civil society outreach to include geographic regions and groups that have been traditionally underrepresented (e.g. the GRULAC region, Eastern Europe, women, and youth) will</p>	

Planning and Organisation: Ability to plan ahead and work in a systematic and organised way, to support the Organisation in meeting its deliverables through its employees.

- Client Orientation: Ability to work effectively with peers, partners, and others who are not in one's line of command, positively impacting business performance. To serve both internal and external clients and build sustainable relationships.

Language requirements:

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

Other skills:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)

5. Training and Learning:

The JPO will benefit from the following specific training and learning modalities / opportunities in the receiving office:

- A solid foundation about the Chemical Weapons Convention and the work and mandate of the OPCW, as well as insight into the global disarmament architecture.
- Coaching and hands-on training in strategic and digital communications, as well as media training.
- Practical training opportunities on writing for the web and social media, audiovisual production, presentation skills, media research and analysis.
- Opportunities to participate in relevant formal trainings and workshops offered by partner organizations such as the Asser Institute, UNODA, UNITAR, etc.
- OPCW training opportunities on diversity, prevention of harassment, confidentiality, etc.

6. Work relationships/partnership:

The Public Affairs Branch in the External Relations Division coordinates the Organisation's outreach activities, as well as civil society engagement. The Associate Engagement Officer reports directly to the Head of Branch and works closely with colleagues across ERD and the Organisation (including the Office of Strategy and Policy, International Cooperation and Assistance Division, Office of the Director General and the Deputy Director General, Administration Division, etc.).

The JPO will benefit from the following specific training and learning modalities / opportunities in the receiving office:

- A solid foundation about the Chemical Weapons Convention and the work and mandate of the OPCW, as well as insight into the global disarmament architecture.
- Coaching and hands-on training in international protocol practice.
- Practical training opportunities in planning, organising and delivering international events in a diverse multilateral environment.
- Opportunities to participate in relevant formal trainings and workshops offered by partner organisations such as the Asser Institute, UNODA, UNITAR, etc.
- OPCW training opportunities on diversity, prevention of harassment, confidentiality, etc.

6. Work relationships/partnership:

The Associate Protocol and Political Affairs Officer reports to the Head of PPB. In his/her daily tasks, the Associate Protocol and Political Affairs Officer receives guidance and support from the Protocol Officer who is the most senior ranking staff within the Protocol team. He/She works closely with the aforementioned Protocol Officer, the Protocol Assistant, and interns and consultants temporarily assigned to Protocol. The Associate Protocol and Political Affairs Officer will also work with the Senior Political Affairs Officer and Political Affairs Officer as and when required. This provides an additional learning element for the JPO.

- **Planning and Organization:** Ability to plan, lead and work in a systematic and organized way. To support the Organisation in meeting its deliverables through its employees.
- **Client Orientation:** Ability to work effectively with peers, partners, and others who are not in one's line of command, positively impacting business performance. To serve both internal and external clients and build sustainable relationships.

Language requirements:

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

Other skills:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)

5. Training and Learning:

The JPO will benefit from the following specific training and learning modalities / opportunities in the receiving office:

- A solid foundation about the Chemical Weapons Convention and the work and mandate of the OPCW, as well as insight into the global disarmament architecture.
- Coaching and hands-on training in strategic and digital communications, as well as media training.
- Practical training opportunities on writing for the web and social media, audiovisual production, presentation skills, media research and analysis.
- Opportunities to participate in relevant formal trainings and workshops offered by partner organizations such as the Asser Institute, UNODA, UNITAR, etc.
- OPCW training opportunities on diversity, prevention of harassment, confidentiality, etc.

6. Work relationships/partnership:

The Public Affairs Branch in the External Relations Division coordinates the Organisation's outreach activities, as well as civil society engagement. The Associate Engagement Officer reports directly to the Head of Branch and works closely with colleagues across ERD and the Organisation (including the Office of Strategy and Policy, International Cooperation and Assistance Division, Office-of-the Director General and the Deputy Director General, Administration Division, etc.).