



# ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

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## V A C A N C Y N O T I C E

<b>Post Title:</b>	<b>Technical Support Officer</b>	<b>Date:</b>	<b>26 July 2018</b>
<b>Post Level:</b>	<b>P-3</b>	<b>Closing Date:</b>	<b>25 September 2018</b>
<b>Vacancy Ref:</b>	<b>E-INS/OAB/TSO/F0225/P-3/32/07-18</b>	<p>This fixed-term appointment is for duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. 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 Director-General retains the discretion not to 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.</p>	
<b>Division:</b>	<b>Inspectorate Division</b>		
<b>Branch:</b>	<b>Operations and Administration Branch</b>		

<b>Principal Functions</b>	<b>Requirements</b>
<p>Under the supervision of the Head, Logistics Section and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, you will perform the following duties:</p> <p><b>Be in charge of the provision of technical expertise on the Inspection Equipment.</b></p> <p>As such, you will provide the Inspection Division and other OPCW staff with advice on technical and procedural aspects of the Inspection Equipment. Actively participate in the Equipment Issues Working Group and provide advice/feedback on technical, procurement aspects and implementation of the Group's decisions. In partnership with various Divisions, Branches and Offices you will ensure timely and efficient procurement, maintenance and repair of Inspection Equipment. You will supervise the management of planned preventative maintenance of a wide range of equipment. You will also provide inspectors and other staff with training on the use of inspection and facility equipment. In your role you will assist and advise other Divisions and Branches on the technical and logistical aspects of common tasks with the Operations and Administration Branch. You will also participate in the development and implementation of the Quality Documents within the OPCW Verification Regime. Oversee the implementation of the OPCW Health and Safety Policy and advise on any aspect of maintaining a safe working environment.</p> <p><b>You will handle the process of the OPCW Member States' familiarization with the Inspection Equipment, by:</b></p> <ul style="list-style-type: none"> <li>- Preparing and processing the required documentation in accordance with the Chemical Weapons Convention and the established procedures;</li> <li>- Providing the Member States with advice and clarification on the technical aspects of the Inspection Equipment;</li> <li>- Arranging and conducting presentations of the Inspection Equipment to the Member States;</li> <li>- Evaluating the certificates or other documents related to the use of Inspection Equipment and ensuring the compliance with the required terms and conditions;</li> <li>- Developing and handling the database applicable to the equipment familiarization/certification process.</li> </ul> <p><b>You will handle the Procurement Cell of the Logistics Section of the OAB:</b></p> <ul style="list-style-type: none"> <li>- Lead the conversion of user requirements for new equipment capabilities into specifications for tendering by</li> </ul>	<p><b>Education (Qualifications):</b></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>• Advanced university degree in technical science or engineering.</li> <li>• The possession of higher education might be off-set against other certified training (e.g. military or civilian) together with an extensive technical expertise on chemical protection equipment, the procurement and related training experience for the use of it.</li> </ul> <p><i>Desirable:</i></p> <ul style="list-style-type: none"> <li>• Procurement, Budget and Finance, Administration</li> </ul> <p><b>Skills and Abilities (key competencies):</b></p> <ul style="list-style-type: none"> <li>• Computer literacy in the use of MS Office applications, particularly MS Word and MS Excel and experience in browsing the Internet for e-procurement;</li> <li>• Customer service orientation;</li> <li>• Ability to work independently with minimal supervision;</li> <li>• Good problem solving skills.</li> </ul> <p><b>Other Skills:</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Ability to communicate effectively, both verbally and in writing</li> <li>• Tact, discretion, accuracy and ability to work harmoniously in a multinational and multicultural environment</li> <li>• Attention to detail and strong organisational skills.</li> </ul>

suitable suppliers;

- Supervise the procurement activities related to the approved program of equipment replacement;
- Lead the identification of suitable replacements in line with the Equipment Replacement Plan;
- Assign task to the Equipment Support Officer related to procurement activities;
- Provide the Equipment Support Officer with technical and administrative guidance.

**Assist the Head of the Logistics Section in leading the section.**

In doing so, you will provide the Head of the Section with expertise on the Inspection Equipment and advice on the requirements for training and certification and its arranging. Submit proposals for the OAB budget applicable to the technical and logistical support of the OPCW inspection and verification regime. In your role you will act as the Head of the Section whenever required.

Perform other duties as required.

**Experience:**

*Essential:*

A minimum of five years experience in the management and maintenance of complex specialised technical equipment with advanced level degree and seven years with first level degree. Experience with CW detection and non-destructive evaluation (NDE) technology and ABC protection equipment would be a very strong asset.

- Demonstrated experience of various technical equipment and services, including for maintenance, repair and upgrading the equipment;
- Experience in determining and writing the technical and functional specifications for technical equipment to be procured or maintained;
- Experience in training and advising end-users on the use of complex specialised equipment;
- Experience in maintaining or overseeing electronic inventory systems;
- Knowledge of or experience in planning, project management and budgeting processes.

*Desirable:*

- Experience in managing and supervising a group of people of various ages, genders and technical backgrounds;
- Working experience with the UN, other international organisations or specialised technical companies.
- Familiarity with Results-Based Management (RBM).

**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.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the **July 2018 rate of 36.5%**.

<b>Annual Salary (US dollars)</b>	59,151
<b>Post Adjustment</b>	21,590
<b>Total Salary</b>	80,741

**CANDIDATES ARE ADVISED THAT ONLY APLICATIONS SUBMITTED THROUGH OUR WEB-BASED RECRUITMENT SYSTEM WILL BE CONSIDERED.**

Interested applicants who are unable to submit an application online at [www.opcw.org](http://www.opcw.org), due to technical problems, are requested to send an e- mail to [Recruitment@opcw.org](mailto:Recruitment@opcw.org) explaining the problem.

Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.

There are job advertisements and offers that falsely state that they are from the OPCW.