



# ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands

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

<b>Post Title:</b>	<b>Information Systems Officer</b>	<b>Date:</b>	<b>7 November 2018</b>
<b>Post Level:</b>	<b>P-3</b>	<b>Closing Date:</b>	<b>6 December 2018</b>
<b>Vacancy Ref:</b>	<b>E-AT/ISO/F0808/P-3/62/10-18</b>		
<b>Division:</b>	<b>Attribution Team</b>		
<b>Branch:</b>	<b>N/A</b>		

This fixed-term appointment is for a duration of up to one year and is subject to, as applicable, (a) a six-month probationary period, (b) the OPCW Staff Regulations and Interim Staff Rules, (c) the continuing need for the post, and (d) the availability of funding. The incumbent will have no expectation of renewal; and, in any case, 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.

<b>Principal Functions</b>	<b>Requirements</b>
<p>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 weapons in the Syrian Arab Republic. In furtherance of this decision an Attribution Team is being established which will undertake its activities in an impartial and objective manner.</p> <p>Under the supervision of the Principal Analyst and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the incumbent performs the following duties:</p> <ul style="list-style-type: none"> <li>• Take lead in the implementation and support of information management and data analysis systems and tools for the AT.</li> <li>• Initiate and manage projects that facilitate the AT's requirements in investigative solutions.</li> <li>• Coordinate the development, implementation and maintenance of AT-related IT systems, with due regard to the assurance of data quality.</li> <li>• Perform data analysis tasks with regard to business processes that support the AT specifically and the IT strategy of the OPCW.</li> <li>• Provide support to relevant AT members in the implementation and the use of the relevant systems, including information management on the classified network (SCN).</li> <li>• Assist AT leadership in implementing the AT's IT-related requirements and serve as the focal point for technical coordination between the Information Services Branch (ISB) and other relevant OPCW IT units regarding IT-related issues.</li> <li>• Ensure optimal data quality in AT databases.</li> <li>• Contributes to the development of IT policies, guidelines, practices, and procedures in support of the conduct of the analytical work and database management of the team.</li> <li>• Considers and explores innovative IT solutions to further the investigation capabilities of the team.</li> <li>• Performs other duties as required.</li> </ul>	<p><b>Knowledge and skills:</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Degree-level qualifications in technical, security, or investigative disciplines.</li> <li>• Product certifications in appropriate Forensics, Discovery, Evidence/Case management information system solutions.</li> </ul> <p><b>Skills and Abilities (key competencies):</b></p> <ul style="list-style-type: none"> <li>• Strong analytical and conceptual skills in determining and evaluating software solutions needed in investigative functions.</li> <li>• Extensive experience in defining software implementation project activities and use of project methodologies.</li> <li>• Ability to coordinate, develop, draft, write, produce, revise, and ensure completeness of plans, reports, annexes, and associated appendices.</li> <li>• Demonstrated ability to think strategically. Ability to challenge established thinking and consider alternative thinking.</li> <li>• Experience in the administration of software programs in research, data analysis and statistics.</li> <li>• Skilled in the information management lifecycle including acquisition, retention, archiving and metadata management aspects.</li> <li>• Innovative and creative problem-solving skills. Demonstrates persistence when faced with difficult problems or challenges.</li> <li>• Strong relationship management skills involving internal and external stakeholders at all levels, including senior management and governance, while maintaining operational independence.</li> <li>• Proven ability to draft, develop and present concise reports on operational matters.</li> <li>• Ability to work to tight deadlines and handle multiple concurrent conflicting activities assuring required results are achieved.</li> <li>• Proven interpersonal and diplomatic skills; ability to establish and maintain effective working relations at all levels with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.</li> <li>• Ability to work to tight deadlines and with conflicting priorities.</li> <li>• Meticulous and pays attention to detail in the compilation of work file records and reports.</li> <li>• Financially literate and able to develop cost-effective business cases or investment proposals.</li> </ul> <p><b>Experience:</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Extensive experience and demonstrable expertise implementing and managing information systems for Forensics, Discovery, Evidence/Case management.</li> <li>• At least 5 years' experience with an advanced degree, or 7 years with a first level degree in Regulatory, Police or Military authorities undertaking similar or related duties.</li> <li>• Knowledge and experience of corporate IT technologies, ideally including content management solutions.</li> <li>• A minimum of 5 years' experience in investigation and investigative analysis work in areas such as international or national criminal investigations or intelligence.</li> <li>• Experience in analytical activities at the international level.</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of and experience with structured analysis methodologies.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in information security or data science in law enforcement/security/intelligence organisations.</li> <li>• Experience in working in highly secure environment with rigorous data protection rules.</li> <li>• Knowledge and understanding of multilateral disarmament issues.</li> </ul> <p><b>Languages:</b></p> <p>Fluency in English is essential. A good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.</p>
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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 **November 2018 rate of 34.3%**.

<b>Annual Salary (US dollars)</b>	<b>\$59,151</b>
<b>Post Adjustment</b>	<b>\$20,289</b>
<b>Total Salary</b>	<b>\$79,440</b>

**CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.**

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.

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