



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

05 January 2011

Ministry of Civil Service and Administrative Reforms
Circular Letter No 2 of 2011
E/152/48/15 T

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers, in-charge of Ministries/Departments

Vacancy at the Organisation for the Prohibition of Chemical Weapons (OPCW)

The OPCW is inviting nominations for the post of Head, IS Software Development and Business Integration and it would be appreciated if the contents of this circular could be brought to the attention of all officers serving in your Ministry/Department.

2. Applicants should, among others, have:-

- (i) advanced university degree in information technology, mathematics, engineering, or related discipline; A first level university degree in combination with qualifying experience (minimum 9 years) may be accepted in lieu of an advanced university degree;
- (ii) relevant training/certification on current software technologies and methodologies;
- (iii) professionalism: Ability to provide seasoned advice on information systems and technology in a diverse universe of information needs and functions; demonstrated ability to bring the developments of ICT to effectively solve business issues while also managing costs and risks. Ability to think and plan strategically, set direction and manage within a result based management framework;
- (iv) planning and organising: proven ability to plan and organise work, requiring an in-depth understanding of its strategic direction and ability to integrate the work of the section into the OPCW work programme;

2/..

- (v) communication: excellent drafting ability, strong negotiating and presentation skills to make for a trustworthy record keeping and information systems and to bring others to reach agreement on difficult issues;
- (vi) teamwork: demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds;
- (viii) client orientation: ability to identify clients' needs and propose appropriate solutions as well as established and maintain effective work relationships with outside collaborators and other contacts, including member states and the public. Ability to understand how to use technology to succeed and how to satisfy both internal and external clients needs;
- (ix) minimum 7 years of combined experience related to software development and system integration technologies, technical support, project management, IT security, database design, business intelligence, risk management, knowledge transfer with advanced degree and 9 years with first level degree;
- (x) professional experience in supervisory roles; and
- (xi) experience at international level.

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.

3. Details of the job description and the terms and conditions applicable to the post are available on the OPCW website: www.opcw.org

4. Applicants are strongly advised to submit their application online at www.opcw.org or may complete the OPCW Personal history form and send it via fax number +31(0)704163790.

5. Interested candidates are hereby requested to forward their applications for the above post directly to the OPCW by **12 February 2011**.



**(I. M. Oree) Mrs
Supervising Officer**

Copy to:

Secretary to Cabinet & Head of the Civil Service

**6th Floor, New Government Centre, Port Louis, Republic of Mauritius
Tel: (230) 201 1045, Fax: (230) 201 3815 E-mail: civser@mail.gov.mu**