



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS  
MAURITIUS**

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**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No 01 of 2024**  
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From: **Secretary for Public Service**  
To: **Supervising Officers in Charge of Ministries/Departments**

**Junior Professional Officer (JPO) opportunities at the Organisation for the Prohibition of Chemical Weapons (OPCW) in 2024**

The Secretariat of the Organisation for the Prohibition of Chemical Weapons (OPCW) is inviting the Government of Mauritius to consider the placement of six (6) JPO at P-2 level within its Technical Secretariat for recruitment in year 2024.

2. The JPO Programme aims 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. Compendium regarding available placements for 2024 is herewith enclosed.
3. The relevant Ministry should meet all identifiable costs such as salaries, allowances, insurance and costs of transportation to and from the duty station to which the JPO is assigned, in accordance with the OPCW Staff Regulations, Interim Staff Rules and Administrative Directives.
4. Each JPO will be assigned for a period of twelve (12) months. This period may, however, be extended for a further maximum period of twelve (12) months by the Secretariat, in agreement with the relevant Ministry. Moreover, the Technical Secretariat is encouraging States Parties to include suitably qualified and experienced women among nominations they may make.
5. For additional information/queries, you are requested to liaise with the Ministry of Foreign affairs, Regional Integration and International Trade.
6. It would be appreciated if you could kindly indicate whether your Ministry proposes to sponsor a JPO for placement at the OPCW. Nominations should be submitted to this Ministry, along with CV of the officer and a letter from your Ministry, stating that you are willing to sponsor the JPO, after seeking all necessary clearances, **by 10 January 2024.**

**V. Boodhna**  
for Secretary for Public Service

**Copy to: Secretary to Cabinet and Head of the Civil Service**

*Encl.*



## **Junior Professional Officer (JPO)**

### **COMPENDIUM**

#### **Available Placements for 2024**

(Published November 2023)

**Organisation for the Prohibition of Chemical Weapons (OPCW)**

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

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OPCW

## Junior Professional Officer Programme

### Opportunities 2024

#### **INTRODUCTION**

The Organisation for the Prohibition of Chemical Weapons remains committed to hosting Junior Professional Officers (JPO's) in The Hague. Now entering the sixth 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.

During their appointments, JPO's benefit from the guidance of experienced OPCW staff members and are actively involved in supporting the attainment and progress of projects and initiatives aimed towards the achievement of the OPCW's overall goals.

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 Technical Secretariat for extra-budgetary, project-related activities.

States Parties are not limited to sponsoring only nationals of their States but are also encouraged to sponsor young professionals from countries with economies in transition which are States Parties, particularly with a view to promoting further geographical diversity in the Technical Secretariat's staff.

JPO's would be generally appointed as fixed-term staff members at step I of grade P-2 and would receive an initial one-year appointment. One possible extension of the appointment of up to one year is envisaged, depending on the performance of the JPO and the availability of funding from the sponsoring State Party, bringing the total maximum service of a JPO to 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. A list of available placements is attached.

# Junior Professional Officer Opportunities 2024

## Organisation for the Prohibition of Chemical Weapons

### A. INTERNATIONAL COOPERATION AND ASSISTANCE DIVISION

1. **Associate Programme Officer**, International Cooperation Branch (ICB), International Cooperation and Assistance Division (ICA)

I. Position Information	
<b>Division / Office:</b> ICA	<b>Grade Level:</b> P-2
<b>Branch / Section:</b> ICB	<b>Duration and Type of Appointment:</b> One-year fixed-term appointment, possibility of renewal for an additional maximum period of one year, subject to satisfactory performance, recommendation by respective Division and donor state agreement.
<b>JPO functional title:</b> Associate Programme Officer	
<b>Reports to:</b> Head/ICB	

II. Job Purpose and Organisational Context
<p><b>The Junior Professional Officer (JPO) Programme:</b></p> <p>The JPO Programme equips outstanding young leaders with the skills and experience required to advance the Organisation's goals and objectives. As a pathway into the world of International Public Sector professional employment, the programme offers young professionals excellent exposure to a multilateral organisation while providing a valuable entry point into the International Professional Environment.</p> <p>During their appointments, JPOs benefit from the guidance of experienced OPCW staff members and are actively involved in supporting Divisions with the attainment and progress of projects and initiatives aimed towards the achievement of the OPCWs overall goals.</p>

**Job Purpose**

The role of the Associate Programme Officer will be mainly to provide crosscutting support to the implementation of International Cooperation Programmes under Article XI. The resource will contribute to the work of the International Cooperation Branch (ICB) to maintain, streamline and analyse programme related data, contribute to the effective outreach to and engagement of target stakeholders and alumni and coordinate other crosscutting aspects on improving programme efficiency and effectiveness, including dissemination, risk management.

**Reporting structure and partners**

The Associate Programme Officer will report to the Head, International Cooperation Branch.

### III. Supervision

**Name of Supervisor:** Mr. Li Zhao

**Title of Supervisor:** Head, International Cooperation Branch

**Content and methodology of supervision:**

As part of the JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the appointment, with the purpose of gradually increasing the responsibilities of the JPO;
- Establishment of a work plan, with clear key performance indicators;
- Effective supervision through knowledge sharing and performance/development feedback throughout the appointment;
- Easy access to the supervisor;
- Participation in Division/Office/Branch/Section meetings to ensure integration and operational effectiveness;
- Guidance and advice in relation to learning and training opportunities within the field of expertise;
- Completion of the yearly OPCW Performance Management and Appraisal.

### III. Duties, Responsibilities and Output expectations

- 1) Provide support to the Branch Head and Programme Officers to design and enact efficient communication methodologies including through partnerships with universities, research institutes, associations, professional societies, etc. to enhance the outreach to technical stakeholders under ICB programmes;
- 2) Lead and coordinate the branch efforts on establishing, maintaining, and strengthening International Cooperation Programme Alumni communities through proactive networks on social media, and ad-hoc initiatives (workshops, newsletters and publications, and mapping alumni resources for TS programmes).
- 3) In cooperation with ICB staff, support branch-wide work on valorisation and dissemination of programme related contents and deliverables, including support to the preparation of publications and reports, designing e-learning modules, providing inputs to news items, etc.
- 4) With the support from substantive officers, pioneer the data analytics initiative on International Cooperation, including i) development of a data framework (objectives, scope, criteria, methodologies), ii) data inventory and collection taking stock of former efforts and datasets (e.g. on needs assessment in the Member States and programme evaluation data in selected areas, iii) data assessment, review and presentation with the view to inform decision making, planning and coordination processes in ICB.
- 5) Contribute to other crosscutting processes in ICB, including maintaining and reviewing the risk assessment framework, supporting staff on enhancing the efficiency of programme evaluation routines.
- 6) Assist substantive officers in programmatic operations and perform other tasks as assigned by the Head of ICB.

### IV. Values, Competencies and Selection Criteria

Core Values	Description of Value/Competency
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Demonstrates the values of the OPCW in daily activities and behaviours</li> <li>• Acts without consideration of personal gain</li> <li>• Resists undue political pressure in decision-making</li> <li>• Does not abuse power or authority</li> <li>• Stands by decisions that are in the Organisation's interest, even if they are unpopular</li> <li>• Takes prompt action in cases of unprofessional or unethical behaviour</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Shows pride in work and in achievements</li> <li>• Demonstrates professional competence and mastery of subject matter</li> <li>• Is conscientious and efficient in meeting commitments, observing deadlines, and achieving results</li> </ul>



	<ul style="list-style-type: none"> <li>• Is motivated by professional rather than personal concerns</li> <li>• Shows persistence when faced with difficult problems or challenges</li> <li>• Remains calm in stressful situations</li> </ul>
<b>Respect for Diversity/Gender Equality</b>	<ul style="list-style-type: none"> <li>• Works effectively with people from all backgrounds</li> <li>• Treats all people with dignity and respect</li> <li>• Treats men and women equally</li> <li>• Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making</li> <li>• Examines own biases and behaviours to avoid stereotypical responses</li> <li>• Does not discriminate against any individual or group</li> </ul>
<b>Core Competencies</b>	
<p><b>Communication</b> (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.)</p>	
<p><b>Teamwork</b> (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.)</p>	
<p><b>Collaboration:</b> 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.)</p>	

<b>V. Recruitment Qualifications</b>	
<b>Education:</b>	<ul style="list-style-type: none"> <li>• An advanced university degree in a related field.</li> <li>• A first level university degree in a scientific or related field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of two years of working experience in the field of programme management, communications or data-based management, preferably in multilateral or international organisations;</li> </ul>

	<p>Or</p> <ul style="list-style-type: none"> <li>• A minimum of four years of working experience in a relevant field with a first level university degree;</li> <li>• Experience with drafting papers, analysis of information and facilitation of meetings.</li> <li>• Candidates with experience in the areas capacity building, programme management, public administration, evaluation and monitoring, communications, data analytics, or information management is desirable.</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Excellent written and spoken English is required;</li> </ul>
<b>Other desirable education, languages and work experience:</b>	<ul style="list-style-type: none"> <li>• Required computer skills including Office (Word, Excel, Power Point, Outlook, Teams, etc.)</li> </ul>

## VI. Training and Learning

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

1. Become familiar, on high level, with the project management approaches to enhance capacities in coordinating with OPCW Member States and partner agencies.
2. Become familiar with the ICB programme and activities and capacity building methodologies to promote the Convention
3. Participate in development and drafting of project and research proposals, procedures and guidelines related to ICB three thematic arrears also including the drafting of scientific proposals in line with state-of-the-art technologies.

## VII. Background Information

### **Information on the receiving Division/Office/Branch:**

The international cooperation branch is responsible for assisting the Member States in implementing the Article XI of the Chemical Weapons Convention. It is a branch of the International Cooperation and Assistance Division of the OPCW. The International Cooperation and Assistance Division serves as international provider and platform for providing specialised and technical assistance in support of States Parties efforts to meet their obligations under the Convention 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 fostering the use of chemistry for peaceful purposes for the economic and technological development of the States Parties, facilitating the national implementation and responding and dealing with threats involving toxic chemicals.

The International Cooperation Branch develops and runs a portfolio of international cooperation programmes, including capacity building projects aimed at fostering peaceful uses of chemistry for the economic and technological development of the Member States.

These programmes are focused in three strategic areas of Integrated Chemicals Management; Enhancing Laboratory Capabilities and Chemical Knowledge Promotion. These programmes and activities network experts in various fields to promote good practices to prevent re-emergence of chemical weapons and promote peaceful applications in chemistry towards the sustainable development of Member States.

## B. OFFICE OF LEGAL AFFAIRS

### 1. Associate Legal Officer, Office of the Legal Advisor (LAO)

I. Position Information	
<b>Division / Office:</b> LAO	<b>Grade Level:</b> P-2
<b>Branch / Section:</b> LAO	
<b>JPO functional title:</b> Associate Legal Officer	<b>Duration and Type of Appointment:</b> One-year fixed-term appointment, possibility of renewal for an additional maximum period of one year, subject to satisfactory performance, recommendation by respective Division and donor state agreement
<b>Reports to:</b> Senior Legal Officer	

## II. Job Purpose and Organisational Context

### **The Junior Professional Officer (JPO) Programme:**

The JPO Programme equips outstanding young leaders with the skills and experience required to advance the Organisation's goals and objectives. As a pathway into the world of International Public Sector professional employment, the programme offers young professionals' excellent exposure to a multilateral organisation while providing a valuable entry point into the International Professional Environment.

During their appointments, JPOs benefit from the guidance of experienced OPCW staff members and are actively involved in supporting Divisions with the attainment and progress of projects and initiatives aimed towards the achievement of the OPCWs overall goals.

### **Job Purpose:**

Assist the Office of the Legal Adviser in dealing with a variety of legal issues 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, Privileges and Immunities).

**Reporting structure and partners:**

Reports directly to the Senior Legal Officer. Extensive interaction with Divisions and Branches of the Organisation. Some interaction with Member States.

### III. Supervision

**Name of Supervisor:** Ms. Kristina Carey

**Title of Supervisor:** Senior Legal Officer

**Content and methodology of supervision:**

As part of the JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the appointment, with the purpose of gradually increasing the responsibilities of the JPO;
- Establishment of a work plan, with clear key performance indicators;
- Effective supervision through knowledge sharing and performance/development feedback throughout the appointment;
- Easy access to the supervisor;
- Participation in Division/Office/Branch/Section meetings to ensure integration and operational effectiveness;
- Guidance and advice in relation to learning and training opportunities within the field of expertise;
- Completion of the yearly OPCW Performance Management and Appraisal.

### III. Duties, Responsibilities and Output expectations

1) Legal aspects of the CWC:

- 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;
- Represents LAO in OPCW training courses or lectures to the public, delivering

<p>presentations on legal aspects of the CWC.</p>
<p>2) International agreements concluded by the Organisation:</p> <ul style="list-style-type: none"> <li>• 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;</li> <li>• 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.</li> </ul>
<p>3) Contracts: Commercial and service matters:</p> <ul style="list-style-type: none"> <li>• Assist 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).</li> </ul>
<p>4) Administrative law of the Organisation:</p> <ul style="list-style-type: none"> <li>• Assist 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;</li> <li>• Assist in providing legal advice and answers requests in relation to the confidentiality and data protection regimes of the OPCW;</li> <li>• Assist in reviewing draft administrative directives (ADM, FIN, or PER), information circulars, and other internal legislative instruments.</li> </ul>
<p>5) General:</p> <ul style="list-style-type: none"> <li>• Conducts research and provides general legal advice as necessary on diverse legal issues;</li> <li>• Assists in updating the Organisation’s country profiles (i.e., backgrounders) with the relevant legal input;</li> <li>• Performs other duties as required.</li> </ul>

Projects to be accomplished during the period of the JPO programme:

- 1) Support the Personal Data Protection Officer function of LAO.
- 2) Research and analysis for the Working Group on the UN Joint Staff Pension Fund.
- 3) Research and development of AI solutions for LAO knowledge management and productivity.
- 4) Other projects, as needed.

## IV. Values, Competencies and Selection Criteria

Core Values	Description of Value / Competency
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Demonstrates the values of the OPCW in daily activities and behaviours</li> <li>• Acts without consideration of personal gain</li> <li>• Resists undue political pressure in decision-making</li> <li>• Does not abuse power or authority</li> <li>• Stands by decisions that are in the Organisation's interest, even if they are unpopular</li> <li>• Takes prompt action in cases of unprofessional or unethical behaviour</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Shows pride in work and in achievements</li> <li>• Demonstrates professional competence and mastery of subject matter</li> <li>• Is conscientious and efficient in meeting commitments, observing deadlines and achieving results</li> <li>• Is motivated by professional rather than personal concerns</li> <li>• Shows persistence when faced with difficult problems or challenges</li> <li>• Remains calm in stressful situations</li> </ul>
<b>Respect for Diversity/Gender Equality</b>	<ul style="list-style-type: none"> <li>• Works effectively with people from all backgrounds</li> <li>• Treats all people with dignity and respect</li> <li>• Treats men and women equally</li> <li>• Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making</li> <li>• Examines own biases and behaviours to avoid stereotypical responses</li> <li>• Does not discriminate against any individual or group</li> </ul>

## Core Competencies

**Communication:** Ability to listen, 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.

## V. Recruitment Qualifications

<b>Education:</b>	<p>An advanced university degree in a law.</p> <p>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.</p>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of two years of working experience in law with an advanced university degree,</li> <li style="text-align: center;"><b>or</b></li> <li>• A minimum of four years of working experience in law with a first level university degree;</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Excellent written and spoken English is required;</li> </ul>
<b>Other desirable education, languages and work experience:</b>	<ul style="list-style-type: none"> <li>• A good working knowledge of one or two of the other official languages (Arabic, Chinese, French, Spanish, Russian) would be considered an asset;</li> <li>• Prior experience in a legal office of an intergovernmental</li> </ul>



	organisation would be considered an asset.
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## VI. Training and Learning

To be discussed/agreed with the Legal Adviser as part of the Organisation's Training Programme taking into account the needs of the office/existing skills of the JPO.

## VII. Background Information

### **Information on the receiving Division/Office/Branch:**

As counsel to and advocate for the Organisation for the Prohibition of Chemical Weapons (OPCW), the Office of the Legal Adviser (LAO) provides a high level of legal assurance for the Organisation in an atmosphere of effectively managed uncertainty. The Office responds to demands for legal services from the Director-General (DG), the Divisions and Branches of the Secretariat, and States Parties and furnishes legal advice for the full, effective, and non-discriminatory implementation of the provisions of the Convention.

Core functions of LAO:

The LAO reports directly to the Office of the DG. The main responsibilities of the Office are:

- Implementation and interpretation of the Chemical Weapons Convention (CWC) - To provide legal advice to the DG, units within the Technical Secretariat (TS) and the Policy-Making Organs (PMO) on matters related to the interpretation of the CWC, the Rules of Procedure of the PMO and relevant decisions adopted by the Conference of the States Parties and/or the Executive Council (EC);
- OPCW internal legislation - To provide legal advice to the DG and units within the TS regarding the interpretation of the OPCW Staff Regulations and Interim Staff Rules, the OPCW Financial Regulations and Rules, and Administrative Directives adopted thereunder;
- Personnel cases - To prepare the Organisation's Responses and Replies in respect of appeals brought by staff members in cases before the Appeals Council or the

International Labour Organisation Administrative Tribunal (ILOAT);

- International Agreements - To provide legal advice to the DG and units within the TS in the negotiation, preparation, conclusion and interpretation of international agreements relating to verification activities (facility agreements), and also of relationship agreements with other international organisations, privileges and immunities agreements with States Parties, the Headquarters Agreement and any other enabling legal instruments;
- Procurement of goods and services - To provide advice within the TS with regard to OPCW's commercial matters, including procurement of goods and services.
- To support the DG and units within the TS on other matters, as required.
- Personal Data Protection function.

The LAO currently consists of 11 staff (Legal Adviser, Principal Legal Officer, 2 Senior Legal Officers, 4 Legal Officers, 2 Legal Consultants, and a Senior Legal Assistant) and has the capacity of enrol up to three interns per semester.

## C. ADMINISTRATION DIVISION

1. **Associate Talent Acquisition Officer (Talent Outreach)**, Human Resources Branch (HRB)

I. Position Information	
<p><b>Division / Office:</b> ADM</p> <p><b>Branch / Section:</b> HRB</p> <p><b>JPO functional title:</b> Associate Talent Acquisition Officer (Talent Outreach)</p> <p><b>Reports to:</b> Head, Talent Acquisition</p>	<p><b>Grade Level: P-2</b></p> <p><b>Duration and Type of Appointment:</b> One-year fixed-term appointment, possibility of renewal for an additional maximum period of one year, subject to satisfactory performance, recommendation by respective Division and donor state agreement</p>

II. Job Purpose and Organisational Context
<p><b>The Junior Professional Officer (JPO) Programme:</b></p> <p>The JPO Programme equips outstanding young leaders with the skills and experience required to advance the Organisation's goals and objectives. As a pathway into the world of International Public Sector professional employment, the programme offers young professionals excellent exposure to a multilateral organisation while providing a valuable entry point into the International Professional Environment.</p> <p>During their appointments, JPOs benefit from the guidance of experienced OPCW staff members and are actively involved in supporting Divisions with the attainment and progress of projects and initiatives aimed towards the achievement of the OPCWs overall goals.</p> <p><b>Job Purpose:</b></p> <p>The incumbent is responsible for developing and implementing outreach, sourcing and</p>

social media strategies in support of quality recruitment and in support of the geographical diversity and gender parity initiatives of the Organization.

**Reporting structure and partners:**

The incumbent works under the direct supervision of the Head, Talent Acquisition and the overall strategic guidance of the Head, Human Resources Branch. The incumbent works closely with and provides advice to the Talent Acquisition team of the OPCW, and to OPCW managers on talent outreach initiatives.

### III. Supervision

**Name of Supervisor:** Mr. Milan Jelenkovic

**Title of Supervisor:** Head, Talent Acquisition

**Content and methodology of supervision:**

As part of the JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the appointment, with the purpose of gradually increasing the responsibilities of the JPO;
- Establishment of a work plan, with clear key performance indicators;
- Effective supervision through knowledge sharing and performance/development feedback throughout the appointment;
- Easy access to the supervisor;
- Participation in Division/Office/Branch/Section meetings to ensure integration and operational effectiveness;
- Guidance and advice in relation to learning and training opportunities within the field of expertise;
- Completion of the yearly OPCW Performance Management and Appraisal;

### III. Duties, Responsibilities and Output expectations

1) Advises the Head TA, on planning and co-ordination of OPCW Technical Secretariat's outreach activities, plans and coordinates with the relevant stakeholders;

2) Advise the Head, TA on the development and implementation of targeted outreach and sourcing strategies, implements strategies by partnering with both internal and

external stakeholders. Maximize the use of HR analytics in support of outreach strategies;
3) Work closely with State Parties and National Authorities, in particular with Regional Groups with low numbers of applications, with the aim of developing and implementing outreach strategies for attracting a diverse pool of candidates;
4) Devise and implement sourcing strategies to build pipelines of potential applicants. Advise the Talent Acquisition team and hiring managers on best sourcing and outreach solutions;
5) Identify, promote and implement initiatives on outreach and other sourcing techniques such as career platforms and the use of social media;
6) Conduct and deliver presentations at webinars and outreach events, as well as job fairs, conferences to seek and attract potential candidates, and promote the OPCW Employer brand;
7) Conduct training to staff of the OPCW Technical Secretariat for their participation as OPCW Employer brand Ambassadors, and prepare the outreach related promotional and information materials as required;
8) Keep up to date with best practices at United Nations and other International Organizations;
9) Performs other Recruitment related activities, such as participating in selection panels, when requested.

IV. Values, Competencies and Selection Criteria	
Core Values	Description of Value / Competency
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Demonstrates the values of the OPCW in daily activities and behaviours</li> <li>• Acts without consideration of personal gain</li> <li>• Resists undue political pressure in decision-making</li> <li>• Does not abuse power or authority</li> <li>• Stands by decisions that are in the Organisation's interest, even if they are unpopular</li> <li>• Takes prompt action in cases of unprofessional or unethical behaviour</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Shows pride in work and in achievements</li> <li>• Demonstrates professional competence and mastery of subject</li> </ul>

	<p>matter</p> <ul style="list-style-type: none"> <li>• Is conscientious and efficient in meeting commitments, observing deadlines and achieving results</li> <li>• Is motivated by professional rather than personal concerns</li> <li>• Shows persistence when faced with difficult problems or challenges</li> <li>• Remains calm in stressful situations</li> </ul>
<b>Respect for Diversity/Gender Equality</b>	<ul style="list-style-type: none"> <li>• Works effectively with people from all backgrounds</li> <li>• Treats all people with dignity and respect</li> <li>• Treats men and women equally</li> <li>• Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making</li> <li>• Examines own biases and behaviours to avoid stereotypical responses</li> <li>• Does not discriminate against any individual or group</li> </ul>
<b>Core Competencies</b>	
<b>Innovation:</b> Ability to instigate needed change and to show a positive and open attitude towards change. To understand how technology is currently used to reach the organisation's objectives and explore new tools to improve the performance of the team.	
<b>Teamwork:</b> Ability to focus, align and build effective groups. To be willing to share or partner with others and acknowledge the whole being greater than the sum of the parts.	
<b>Planning &amp; Organizing:</b> Ability to plan and work in a systematic and organised way. To support the Organisation in meeting its deliverables through its employees.	
<b>Client Orientation:</b> 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.	
<b>Communication:</b> Ability to listen, adapt, persuade, and transform. To speak fluently; express opinions, information, and key points of an argument clearly; to present information with skill and confidence. To possess knowledge of effective and appropriate communication and have the ability to use and adapt that knowledge in various contexts.	

<b>V. Recruitment Qualifications</b>	
<b>Education:</b>	Advanced university degree (Master's degree or equivalent) in human resources management, business or public administration, marketing, social sciences or a related field. A first level university degree in combination with qualifying experience (minimum 4 years) may be accepted in lieu of the advanced university degree.

<b>Experience:</b>	<ol style="list-style-type: none"> <li>1. A minimum of two years of working experience in in the field of human resources management with emphasis on talent outreach</li> </ol> <p>Or</p> <ol style="list-style-type: none"> <li>2. A minimum of four years of working experience in a relevant field with a first level university degree;</li> <li>3. Experience and knowledge of sourcing techniques, including social media;</li> <li>4. One year of relevant experience is preferably acquired at international level.</li> </ol>
<b>Language Requirements:</b>	Excellent written and spoken English is required;
<b>Other desirable education, languages and work experience:</b>	<ol style="list-style-type: none"> <li>1. Good IT skills (Excel, Word, Outlook, PowerPoint, etc.);</li> <li>2. Certification in the field of Human Resource Management is desirable;</li> <li>3. Relevant experience in the United Nations system or other multilateral organizations is desirable;</li> <li>4. Good knowledge of Spanish (both written and oral) is desirable.</li> </ol>

## VI. Training and Learning

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

- Internal and external training opportunities, eLearning and knowledge sharing;
- As many different learning options as possible;
- Advice on training, learning and development opportunities.

## VII. Background Information

### **Information on the receiving Division/Office/Branch:**

The Human Resources Branch (HRB) is a strategic partner to managers, staff and the Organisation as a whole. Identifying the skills and people an organisation needs to deliver on its mission and strategic goals, then hiring the best candidates to meet the identified needs is essential to the organisation's very survival, let alone its ability to grow. In the wake of the ongoing discussions in relation to the importance of geographical and gender diversity, the Junior Professional Officer will support the organization with the implementation of the Employer Branding strategy and the decisions of the State Parties on the topic of geographical and gender diversity. The incumbent will work in the Talent Acquisition Team (TA) staffed with 1 Head, TA and 4 TA Assistants.



## D. VERIFICATION DIVISION

### 1. Associate AI/Chemical Forensics Officer, Verification Division, Laboratory (VER/LAB)

I. Position Information	
<b>Division / Office:</b> VER	<b>Grade Level: P-2</b>
<b>Branch / Section:</b> LAB	<b>Duration and Type of Appointment:</b> One-year fixed-term appointment, possibility of renewal for an additional maximum period of one year, subject to satisfactory performance, recommendation by respective Division and donor state agreement
<b>JPO functional title:</b> Associate AI/Chemical Forensics Officer	
<b>Reports to:</b> Head of Laboratory	

II. Job Purpose and Organisational Context
<p><b>The Junior Professional Officer (JPO) Programme:</b></p> <p>The JPO Programme equips outstanding young leaders with the skills and experience required to advance the Organisation's goals and objectives. As a pathway into the world of International Public Sector professional employment, the programme offers young professionals excellent exposure to a multilateral organisation while providing a valuable entry point into the International Professional Environment.</p> <p>During their appointments, JPOs benefit from the guidance of experienced OPCW staff members and are actively involved in supporting Divisions with the attainment and progress of projects and initiatives aimed towards the achievement of the OPCWs overall goals.</p> <p><b>Job Purpose:</b></p> <p>Chemical forensics describes the utilization of chemistry to determine the properties of a sample, similarities between samples, and sample origins to supplement an investigation or similarly mandated activity. This project focuses on the development of chemical forensic methodologies using analytical techniques and equipment at the Centre for</p>

Chemistry and Technology (CCT), in order to enhance existing or explore new methodologies to generate chemical fingerprints from a range of Convention-related compounds in artificially synthesized samples.

Main purpose of the requested JPO placement is to investigate to which extent computational methods (e.g. those used in metabolomics) and Artificial Intelligence (AI) can be used to describe spectral features of compounds and to distinguish analytical data sets obtained from batches of chemicals produced by different synthesis methods, and whether it is feasible to identify the method of synthesis from the data, as well as the origin of starting materials.

#### **Reporting structure and partners**

The JPO will work under direct supervision of Head of Laboratory and technical guidance will be provided by two Senior Analytical Chemist working on chemical forensics and chemical synthesis as secondary supervisors. He/she will interact closely with other staff across LAB. In addition, it is envisaged that the JPO will interact with international collaborators from the Designated Laboratory networks.

### **III. Supervision**

**Name of Supervisor:** Mr. Daniel Noort

**Title of Supervisor:** Head of Laboratory

#### **Content and methodology of supervision:**

As part of the JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the appointment, with the purpose of gradually increasing the responsibilities of the JPO;
- Establishment of a work plan, with clear key performance indicators;
- Effective supervision through knowledge sharing and performance/development feedback throughout the appointment;
- Easy access to the supervisor;
- Participation in Division/Office/Branch/Section meetings to ensure integration and operational effectiveness;
- Guidance and advice in relation to learning and training opportunities within the field of expertise;
- Completion of the yearly OPCW Performance Management and Appraisal;

### III. Duties, Responsibilities and Output expectations

1) Literature search on how artificial intelligence (AI) could play a role in forensic sciences, and in particular in chemical forensics (10%)
2) Identify potential collaborators on chemical forensics AI (forensic laboratories, designated laboratories, academia, private sector). Work closely with the supervisor to gain understanding of the needs. Work closely with ICA on national authority contacts. Prepare a work plan in collaboration with the LAB team and other internal and external stakeholders (10%)
3) Develop strategies how to apply AI on artificially synthesized samples of CWC-relevant chemicals (30%)
4) In collaboration with OPCW LAB staff apply these AI-based strategies to analytical data sets of CWC-relevant chemicals, which had been synthesized through different synthesis routes, including 'blindly' synthesized samples, in order to distinguish samples produced by different synthesis methods and whether it is feasible to identify the method of synthesis from the data, as well as the origin of starting materials (40%)
5) Propose recommendations for future use of AI in chemical forensics, based on the outcome of the results obtained, which will contribute to the verification activities of the OPCW. If results allow, work on peer-reviewed publication of developed methodology (10%)

### IV. Values, Competencies and Selection Criteria

Core Values	Description of Value / Competency
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Demonstrates the values of the OPCW in daily activities and behaviours</li> <li>• Acts without consideration of personal gain</li> <li>• Resists undue political pressure in decision-making</li> <li>• Does not abuse power or authority</li> <li>• Stands by decisions that are in the Organisation's interest, even if they are unpopular</li> <li>• Takes prompt action in cases of unprofessional or unethical behaviour</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Shows pride in work and in achievements</li> <li>• Demonstrates professional competence and mastery of subject matter</li> <li>• Is conscientious and efficient in meeting commitments, observing deadlines and achieving results</li> <li>• Is motivated by professional rather than personal concerns</li> <li>• Shows persistence when faced with difficult problems or challenges</li> <li>• Remains calm in stressful situations</li> </ul>

<b>Respect for Diversity/Gender Equality</b>	<ul style="list-style-type: none"> <li>• Works effectively with people from all backgrounds</li> <li>• Treats all people with dignity and respect</li> <li>• Treats men and women equally</li> <li>• Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making</li> <li>• Examines own biases and behaviours to avoid stereotypical responses</li> <li>• Does not discriminate against any individual or group</li> </ul>
<b>Core Competencies</b>	
<b>Interdisciplinary Teamwork:</b> ability to collaborate with colleagues from other disciplines, such as synthetic and analytical chemists	
<b>Communication:</b> Ability to listen and translate specific professional language into understandable language	
<b>Open mindedness/curious:</b> Eager to try new things, open for change	

<b>V. Recruitment Qualifications</b>	
<b>Education:</b>	<p>An advanced university degree in a forensics science - related field, preferably with computational chemistry or AI background</p> <p>Alternatively, an advanced degree in analytical chemistry with forensic specialization.</p> <p>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>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of two years of working experience in a forensic science - related field with an advanced university degree</li> <li>• Experience with AI-based pattern recognition and statistics</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>• A minimum of four years of working experience in a forensic science - related field with a first level university degree;</li> <li>• Experience with AI-based pattern recognition and statistics.</li> </ul>

<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Excellent written and spoken English is required;</li> </ul>
<b>Other desirable education, languages and work experience:</b>	<ul style="list-style-type: none"> <li>• Computer skills required for AI applications.</li> </ul>

## VI. Training and Learning

The JPO will benefit from the on-job training and will have the opportunity to closely collaborate with scientists from related fields, like analytical and organic chemists, within a chemical forensics framework. The JPO will learn about merging novel technologies (in this case AI) into already more established disciplines (in this case chemical forensics). The JPO will learn and gain knowledge on CWC implementation, especially with regards to verification aspects, and will learn about the work of non-routine mission teams at OPCW.

## VII. Background Information

### **Information on the receiving Division/Office/Branch:**

The JPO will be placed in the Laboratory branch of the Verification Division, and the actual workplace will be the newly established Centre for Chemistry and Technology.

The role of the Verification Division (VER) is to provide the OPCW with means of verifying and assessing compliance with the CWC through the implementation of the verification regime under the relevant provisions of the CWC. The Verification Programme encompasses operational activities related to the implementation of the verification regime provided for by the Convention with a view to achieving disarmament and non-proliferation of chemical weapons.

The purpose of the OPCW Laboratory is to support the implementation of the verification regime by supporting Verification related activities. Results of verification activities will be reported to States Parties in an accurate, transparent, and balanced manner. OPCW Laboratory's core functions are:

- to provide technical advice and support on analytical equipment-related issues and verification-related analytical issues, and technical support to inspectors in the field during routine inspections, challenge inspections and investigations of alleged use;
- to provide efficient and effective support for the verification activities of the OPCW by operating the OPCW Laboratory in accordance with the quality assurance regime;
- to update and maintain the OPCW Central Analytical Database;
- to provide timely and efficient procurement and maintenance of laboratory equipment;
- the effective organisation, co-ordination and conduct of the official inter-laboratory proficiency testing programme;
- assist in the training and certification of inspectors on analytical equipment and procedures; and
- to handle authentic samples taken during inspections and their distribution to designated laboratories.

The laboratory branch consists of 13 staff (10 professional staff and 3 general support staff), mainly analytical and organic chemists. The JPO will work under direct supervision of HoL, and technical guidance will be provided by two Senior Analytical Chemist working on chemical forensics and chemical synthesis as secondary supervisors. He/she will interact closely with other staff across LAB. In addition, it is envisaged that the JPO will interact with international collaborators from the Designated Laboratory networks.

4. **Associate Instructional Design Officer**, Declarations Branch, Verification Division (DEB/VER)

I. Position Information	
<p><b>Division / Office:</b> Verification</p> <p><b>Branch / Section:</b> DEB/DARQ</p> <p><b>JPO functional title:</b> Associate Instructional Design Officer</p> <p><b>Reports to:</b> Acting H/DARQ</p>	<p><b>Grade Level: P-2</b></p> <p><b>Duration and Type of Appointment:</b> One-year fixed-term appointment, possibility of renewal for an additional maximum period of one year, subject to satisfactory performance, recommendation by respective Division and donor state agreement</p>

II. Job Purpose and Organisational Context
<p><b>The Junior Professional Officer (JPO) Programme:</b></p> <p>The JPO Programme equips outstanding young leaders with the skills and experience required to advance the Organisation’s goals and objectives. As a pathway into the world of International Public Sector professional employment, the programme offers young professionals’ excellent exposure to a multilateral organisation while providing a valuable entry point into the International Professional Environment.</p> <p>During their appointments, JPOs benefit from the guidance of experienced OPCW staff members and are actively involved in supporting Divisions with the attainment and progress of projects and initiatives aimed towards the achievement of the OPCWs overall goals.</p> <p><b>Job Purpose:</b></p> <p>The Data Analytics Reporting and Quality Control (DARQ) section oversees two crucial software applications: the Verification Information System (VIS) and Qlik Sense. These applications are presently undergoing development. The JPO will assume the responsibility of producing comprehensive technical documentation for both</p>

applications.

### **Reporting structure and partners**

The JPO will report to the head of DARQ. The JPO will also work with the DARQ software architect.

## **III. Supervision**

**Name of Supervisor:** Mr. Sanjay Noronha

**Title of Supervisor:** Acting Head, DARQ

### **Content and methodology of supervision:**

As part of the JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the appointment, with the purpose of gradually increasing the responsibilities of the JPO;
- Establishment of a work plan, with clear key performance indicators;
- Effective supervision through knowledge sharing and performance/development feedback throughout the appointment;
- Easy access to the supervisor;
- Participation in Division/Office/Branch/Section meetings to ensure integration and operational effectiveness;
- Guidance and advice in relation to learning and training opportunities within the field of expertise;
- Completion of the yearly OPCW Performance Management and Appraisal;

## **III. Duties, Responsibilities and Output expectations**

1) Develop a good understanding of the VIS and Qlik Sense software applications by interacting with technical and business users

- Attend regular knowledge transfer sessions with VIS and Qlik Sense business users to understand how various VIS and Qlik Sense components work.
- Attend VIS and Qlik knowledge transfer sessions with the technical team, e.g., software architects, data analysts, testers to understand how the software



applications are configured.

## 2) Create technical documentation of Qlik Sense reports

- Create end user technical guides for each Qlik sense report to guide business users to effectively use a report.
- Create a Qlik Sense documentation style guide so that our documentation adheres to a particular format.
- Create a Qlik Sense report style guide so that all Qlik reports adhere to a particular look and feel.
- Liaise with business users to ensure that the HELP and GLOSSARY sections of each report are complete.
- Hold regular review sessions with business and technical users to validate and finalize the technical documents.

## 3) Create technical design documentation of various modules of VIS

- The JPO will work very closely with the technical and design team for the VIS Modernization Project under the guidance of its Project Manager (who is the "Verification Business Analyst").
- Create technical design documentation of various modules of VIS
- Maintain and contribute to the documentation repository on Azure DevOps, the project management framework used for this project.

## 4) Create Infographics for Qlik Sense and VIS

- DARQ uses infographics to convey technical information in a simpler way to non-technical users, both internal and external.
- Use various tools e.g., Canva, to create engaging and informative infographics.

## 5) Create training videos for Qlik Sense and VIS

- Identify areas within Qlik and VIS where users can benefit from training videos.
- Use innovative tools, e.g., stick figures, white board animation, to create engaging and informative training videos.
- Use tools such YouTube and ChatGPT to generate sub-titles for videos in the six

OPCW official languages.
<p>6) Occasionally deliver training to internal users on Qlik Sense report functionality</p> <ul style="list-style-type: none"> <li>• As a technical writer, the JPO will develop in-depth knowledge about a broad range of Qlik reports.</li> <li>• Periodically deliver trainings to new and existing Qlik report users on the effective use of Qlik reports.</li> </ul>

<b>IV. Values, Competencies and Selection Criteria</b>	
Core Values	Description of Value / Competency
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Demonstrates the values of the OPCW in daily activities and behaviours</li> <li>• Acts without consideration of personal gain</li> <li>• Resists undue political pressure in decision-making</li> <li>• Does not abuse power or authority</li> <li>• Stands by decisions that are in the Organisation’s interest, even if they are unpopular</li> <li>• Takes prompt action in cases of unprofessional or unethical behaviour</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Shows pride in work and in achievements</li> <li>• Demonstrates professional competence and mastery of subject matter</li> <li>• Is conscientious and efficient in meeting commitments, observing deadlines and achieving results</li> <li>• Is motivated by professional rather than personal concerns</li> <li>• Shows persistence when faced with difficult problems or challenges</li> <li>• Remains calm in stressful situations</li> </ul>
<b>Respect for Diversity/Gender Equality</b>	<ul style="list-style-type: none"> <li>• Works effectively with people from all backgrounds</li> <li>• Treats all people with dignity and respect</li> <li>• Treats men and women equally</li> <li>• Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making</li> <li>• Examines own biases and behaviours to avoid stereotypical responses</li> </ul>

	<ul style="list-style-type: none"> <li>• Does not discriminate against any individual or group</li> </ul>
<b>Core Competencies</b>	
<b>Teamwork:</b> Ability to focus, align and build effective groups. To be willing to share or partner with others and acknowledge the whole being greater than the sum of the parts.	
<b>Creativity:</b> 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.	
<b>Judgement/Decision-making:</b> 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.	

<b>V. Recruitment Qualifications</b>	
<b>Education:</b>	<p>An advanced university degree in a related field.</p> <p>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>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of two years of working experience in a relevant field with an advanced university degree,</li> <li style="text-align: center;"><b>or</b></li> <li>• A minimum of four years of working experience in a relevant field with a first level university degree;</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Excellent written and spoken English is required;</li> </ul>
<b>Other desirable education, languages and work experience:</b>	

## VI. Training and Learning

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

- Be part of DARQ, a section of the Verification division of the OPCW which is a key element of the Secretariat, using trustworthy and science-based information to implement all aspects of the Convention. DARQ develops, maintains and supports most of the software used by the Verification Division, including data analytics and secure communications tools.

From a technical standpoint, the JPO will have exposure to 2 different software applications:

- Business application software (VIS)
- Data analytics software (Qlik)
- The JPO will also have exposure to modern software programming languages, frameworks, and applications
- Will work closely with Software application and business intelligence teams and business users who are experts in their field.
- Use modern tools and technologies to develop instructional material.

## VII. Background Information

### **Information on the receiving Division/Office/Branch:**

The Verification division (VER) is one of the largest in the OPCW, consisting of four branches – Declarations Branch (DEB), Industry Verification Branch (IVB), Chemical Demilitarisation Branch (CDB) and the OPCW Laboratory. The Verification Division is responsible for the planning, support, oversight, and finalisation of chemical weapons inspections carried out under Articles IV and V of the Convention, as well as inspections under Article VI, which verify that relevant industry sites are not being used for purposes prohibited under the Convention. The JPO role is in the Data Analytics, Reporting and Quality control (DARQ) section of the Declarations Branch. This is a vibrant section that works in the areas of data analytics, application software development, cryptography, technical documentation, software application training and much more.

5. **Associate Information Management Officer**, Declarations Branch, Verification Division (DEB/VER)

### I. Position Information

<b>Division / Office:</b> Verification	<b>Grade Level:</b> P-2
<b>Branch / Section:</b> DEB/DRA	<b>Duration and Type of Appointment:</b> One-year fixed-term appointment, possibility of renewal for an additional maximum period of one year, subject to satisfactory performance, recommendation by respective Division and donor state agreement
<b>JPO functional title:</b> Associate Information Management Officer	
<b>Reports to:</b> Head of DRA	

### II. Job Purpose and Organisational Context

**The Junior Professional Officer (JPO) Programme:**

The JPO Programme equips outstanding young leaders with the skills and experience required to advance the Organisation's goals and objectives. As a pathway into the world of International Public Sector professional employment, the programme offers young professionals' excellent exposure to a multilateral organisation while providing a valuable entry point into the International Professional Environment.

During their appointments, JPOs benefit from the guidance of experienced OPCW staff members and are actively involved in supporting Divisions with the attainment and progress of projects and initiatives aimed towards the achievement of the OPCWs overall goals.

**Job Purpose:**

To assist the Documents, Registration and Archiving (DRA) team with review of the secure archives in advance of the archives digitisation project which is planned for 2024 and to participate in the practical execution of the plan.

**Reporting structure and partners:**

Supervisory: Head, Documents, Registration and Archiving Section (DRA). Key working relationship: Information Management Officer in Documents, Registration and Archiving

### III. Supervision

**Name of Supervisor:** Ms. Anne Murphy

**Title of Supervisor:** Head, Documents, Registration and Archiving Section (DRA)

**Content and methodology of supervision:**

As part of the JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the appointment, with the purpose of gradually increasing the responsibilities of the JPO;
- Establishment of a work plan, with clear key performance indicators;
- Effective supervision through knowledge sharing and performance/development feedback throughout the appointment;
- Easy access to the supervisor;
- Participation in Division/Office/Branch/Section meetings to ensure integration and operational effectiveness;
- Guidance and advice in relation to learning and training opportunities within the field of expertise;
- Completion of the yearly OPCW Performance Management and Appraisal;

### III. Duties, Responsibilities and Output expectations

In all activities in this project, it is important that the post-holder is fully aware of the classification and sensitivity of the material under review and always handles it in compliance with the OPCW Manual of Confidentiality and DRA policies and procedures.

1) Assess volume and type of archives to be digitised (in paper and old digital media formats) and prepare report using appropriate tool and which displays relevant attributes, including but not limited to the following – 40%

- In collaboration with the DRA Information Mgmt. Officer, design a process for the assessment of the volume and exact storage location of current stock of records (paper and electronic) in the custody of the DRA and which are not currently captured in existing electronic systems

- Identify document type for each record under review - e.g. mission-related, correspondence etc.,
- Specify metadata such as year and country for each reviewed record
- Identify media type for each record under review – e.g. specific type of electronic media or paper etc.

2) Participate in the work of proposing processes and applications/equipment required for the successful digitisation of the reviewed records – 30%

- Assist in the assessment of the current state of the reviewed electronic records and consider if any new applications are required to transform them to new media formats and/or transfer them to new storage devices.
- Identify requirements in relation to appropriate new file formats that may be required
- Assist in the selection of potential modern technology / applications that may be required to complete the digitisation of the records (e.g. applications to transform older electronic file types to newer types to ensure their long-term preservation)
- Participate in any necessary work to transform files from outdated media formats and/or to transfer them to new electronic storage media devices.
- Propose any necessary re-organisation of the physical records under review (paper and electronic storage devices) in the archive rooms
- Become familiar with the functionality of the existing document management system (ECM)
- Participate in the scanning of paper records and their importation to the appropriate location in the document management system

3) Design a quality control process covering the entire project from review to final digitisation and/or transformation

- Design quality control process to ensure adherence to the methodology used in the review stage
- In collaboration with the DRA Information Mgmt. Officer and other DRA team members, conduct quality reviews of all files newly digitized and imported to the

<p>document management system</p> <ul style="list-style-type: none"> <li>• Perform quality checks on an on-going basis on any electronic files that are transformed new file types or transferred to new media types</li> </ul>
<p>4) Assist in the documentation of the project progress and in the development of guidelines and instructions regarding the digitisation process as they pertain to the OPCW secure archive. – 30%</p> <ul style="list-style-type: none"> <li>• Document the project activities undertaken and milestones achieved in weekly reports</li> <li>• Create guidelines and instructions that clearly describe the steps required for the successful digitisation of all record types identified in the initial assessment</li> <li>• Share knowledge with other DRA team members regarding the project and the steps undertaken in the digitisation process</li> </ul>

<b>IV. Values, Competencies and Selection Criteria</b>	
Core Values	Description of Value / Competency
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Demonstrates the values of the OPCW in daily activities and behaviours</li> <li>• Acts without consideration of personal gain</li> <li>• Resists undue political pressure in decision-making</li> <li>• Does not abuse power or authority</li> <li>• Stands by decisions that are in the Organisation’s interest, even if they are unpopular</li> <li>• Takes prompt action in cases of unprofessional or unethical behaviour</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Shows pride in work and in achievements</li> <li>• Demonstrates professional competence and mastery of subject matter</li> <li>• Is conscientious and efficient in meeting commitments, observing deadlines and achieving results</li> <li>• Is motivated by professional rather than personal concerns</li> <li>• Shows persistence when faced with difficult problems or challenges</li> <li>• Remains calm in stressful situations</li> </ul>
<b>Respect for</b>	<ul style="list-style-type: none"> <li>• Works effectively with people from all backgrounds</li> <li>• Treats all people with dignity and respect</li> </ul>



<b>Diversity/Gender Equality</b>	<ul style="list-style-type: none"> <li>• Treats men and women equally</li> <li>• Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making</li> <li>• Examines own biases and behaviours to avoid stereotypical responses</li> <li>• Does not discriminate against any individual or group</li> </ul>
<b>Core Competencies</b>	
<p><b>Teamwork:</b> Ability to focus, align and build effective groups. To be willing to share or partner with others and acknowledge the whole being greater than the sum of the parts.</p>	
<p><b>Planning and Organizing:</b> Ability to plan ahead and work in a systematic and organised way. To support the Organisation in meeting its deliverables through its employees.</p>	
<p><b>Communication:</b> Ability to listen, adapt, persuade and transform. To speak fluently; express opinions, information and key points of an argument clearly; to present information with skill and confidence. To possess knowledge of effective and appropriate communication and have the ability to use and adapt that knowledge in various contexts.</p>	

<b>V. Recruitment Qualifications</b>	
<b>Education:</b>	<p>An advanced university degree in a related field.</p> <p>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>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of two years of working experience in a relevant field with an advanced university degree,</li> <li style="text-align: center;"><b>or</b></li> <li>• A minimum of four years of working experience in a relevant field with a first level university degree;</li> <li>• Other specific experience requirements: <ul style="list-style-type: none"> <li>o Knowledge of archiving practices and standards</li> <li>o Experience in drafting policies, procedures and guidelines</li> <li>o Practical knowledge of digital records management functionalities</li> </ul> </li> </ul>

<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Excellent written and spoken English is required;</li> </ul>
<b>Other desirable education, languages and work experience:</b>	<p>Required computer skills:</p> <ul style="list-style-type: none"> <li>• Proficiency in MS Word, Excel and PowerPoint (required)</li> <li>• Proficiency in MS Visio (desirable)</li> <li>• Familiarity with use of SharePoint (desirable)</li> </ul> <p>Any required certifications</p> <ul style="list-style-type: none"> <li>• Qualification/certification in library science/archival management or related areas (desirable)</li> </ul>

## VI. Training and Learning

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

- Opportunity to gain practical experience in document and records management, including opportunity to use up-to-date technology and to be involved in the selection of modern technology for the capture/preservation of legacy records currently stored in outdated media formats.
- Opportunity to learn from a team of experienced document and records management specialists
- Opportunity to work on a project to preserve sensitive and important historical records relating to the destruction of chemical weapons under the terms of the Convention.

## VII. Background Information

### **Information on the receiving Division/Office/Branch:**

The Verification division (VER) is one of the largest in the OPCW, consisting of four branches – Declarations Branch (DEB), Industry Verification Branch (IVB), Chemical Demilitarisation Branch (CDB) and the OPCW Laboratory. The Verification Division is responsible for the planning, support, oversight, and finalisation of chemical weapons

inspections carried out under Articles IV and V of the Convention, as well as inspections under Article VI, which verify that relevant industry sites are not being used for purposes prohibited under the Convention.

The JPO role is in the Documents Registration and Archiving section (DRA) of the Declarations Branch. The DRA is responsible for the processing and management of documents and records (classified and unclassified) which are in the custody of the Verification division. The section has recently rolled out a new document and records management system and the digitisation project planned for 2024 will involve the migration of legacy records (physical and electronic) into the new system.