



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS

[General Services](#) | [Professional Vacancies](#) | [Register](#) | [Contact Us](#) | [Login](#)

Special Assistant to the Deputy Director-General

[Proceed to Apply](#)

[Back to Vacancy](#)

Post Level	P5	Closing Date	31 March 2011 (1 days left)
Vacancy Ref	E-ODDG/SADDG/P-5/F0013/03/01-11	This appointment is for a three-year duration with a six-month probationary period. 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.	
Branch	Office of the DDG		
Division	Office of the Deputy Director-General		
Date	1 February 2011		
Principal Functions		Requirements	
<p>Under the Supervision of the Deputy Director-General, the incumbent is responsible for:</p> <p>A) Support the maintenance of overall performance of the Secretariat by:</p> <ul style="list-style-type: none"> • Communicating the Deputy-Director General's (DDG's) views to Divisions/Branches to support the development of programmes relevant to the objectives identified in the strategic planning process; • Monitoring, on a regular basis, the implementation of guidance given by the DDG to the five divisions of the Secretariat, as well as to the other units; • Following up on action items emanating from Division and cross-Division meetings/committees; • Supporting Division/cross-division co-ordination and co-operation. <p>B) Support to DDG's official and representational duties involving Member States:</p> <ul style="list-style-type: none"> • Coordinating and/or drafting talking points and notes/background material for DDG discussions with Member States and subsequently preparing records of discussions; • Reviewing and providing guidance on briefing notes prepared by Divisions/Branches for DDG; • Drafting memos and other correspondence for the DDG's signature; • Accompanying the DDG as appropriate during official visits to the OPCW. <p>C) Co-ordinate and accompany the DDG on official visits:</p> <ul style="list-style-type: none"> • Co-ordinating all logistical and other arrangements for the visit; • Reviewing and advising on programme and itinerary and giving guidance on format and content of briefing to be prepared by substantive offices; • Performing all required post-visit activities such as official report of visit, follow-up letters to hosts and co-ordinating follow-up action to ensure objectives of visit are met. <p>D) Prepare papers and drafts of speeches for the DDG, and where requested by the DG, for conferences, meetings and seminars.</p> <p>E) Review and make recommendations to the DDG on drafts of new administrative procedures, policies, rules and directives.</p> <p>F) Perform other duties as required.</p>		<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Advanced University degree in a relevant discipline including in the area of international relations, political science or public/business administration, from an accredited university; a first level university degree in combination with qualifying experience (minimum 12 years) may be accepted in lieu of the advanced university degree; • Knowledge of multilateral disarmament issues is desirable; • Excellent communication skills in English (verbal and written) including the ability to prepare reports, presentations, memos, talking points, speeches and briefing notes; • Tact, discretion, and the ability to work harmoniously in a multi-cultural environment; • Demonstrated ability in helping to develop ideas to accomplish the organisation's objectives; • Strong analytical and conceptual skills and problem solving skills; • Excellent inter-personal, negotiating and persuasion skills; • Flexibility and ability to work under pressure; • Computer literacy – basic knowledge of computer usage, Windows-based word processing and databases, spreadsheet applications and Lotus Notes. <p>Experience</p> <ul style="list-style-type: none"> • Minimum 10 years of related experience in international organisations or institutions dealing with policy issues which have on-going interface with governments and international organisations; • Experience in analysing issues in an international context is desirable. <p>Languages</p> <p>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.</p>	
Total annual salary consists of a net annual salary (net of		With Dependents	No Dependents

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 February 2011 rate of 53.4%.

Annual Salary (USD)	\$86,791	\$80,629
Post Adjustment	\$46,346	\$43,056
Total Salary	\$133,137	\$123,685
Currency	USD	

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

*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. Please be aware that the OPCW does not request any payments or require any financial information (bank account details, credit card numbers) from you at any stage of the application and review process. If you are contacted with these requests, please contact Recruitment@opcw.org and notify us at once.