

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	
Division / Office: ICA	Grade Level: P-2
Branch / Section: ICB	Duration and Type of Appointment: 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.
JPO functional title: Associate Programme Officer	
Reports to: Head/ICB	

II. Job Purpose and Organisational Context
The Junior Professional Officer (JPO) Programme: <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
Integrity	<ul style="list-style-type: none"> • Demonstrates the values of the OPCW in daily activities and behaviours • Acts without consideration of personal gain • Resists undue political pressure in decision-making • Does not abuse power or authority • Stands by decisions that are in the Organisation's interest, even if they are unpopular • Takes prompt action in cases of unprofessional or unethical behaviour
Professionalism	<ul style="list-style-type: none"> • Shows pride in work and in achievements • Demonstrates professional competence and mastery of subject matter • Is conscientious and efficient in meeting commitments, observing deadlines, and achieving results

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

V. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • An advanced university degree in a related field. • 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.
Experience:	<ul style="list-style-type: none"> • 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;

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

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.