

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

I. Position Information	
Division / Office: Verification	Grade Level: P-2
Branch / Section: DEB/DARQ	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 Instructional Design Officer	
Reports to: Acting H/DARQ	

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: <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.
<p>2) Create technical documentation of Qlik Sense reports</p> <ul style="list-style-type: none"> • 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.
<p>3) Create technical design documentation of various modules of VIS</p> <ul style="list-style-type: none"> • 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.
<p>4) Create Infographics for Qlik Sense and VIS</p> <ul style="list-style-type: none"> • 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.
<p>5) Create training videos for Qlik Sense and VIS</p> <ul style="list-style-type: none"> • 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"> As a technical writer, the JPO will develop in-depth knowledge about a broad range of Qlik reports. Periodically deliver trainings to new and existing Qlik report users on the effective use of Qlik reports.

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 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

	<ul style="list-style-type: none"> Does not discriminate against any individual or group
Core Competencies	
<p>Teamwork: 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>Creativity: 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.</p>	
<p>Judgement/Decision-making: 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.</p>	

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

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.