Terms of Reference

Title: Associate Project Coordination Officer **Post Level: P-2** **Reports To: Head, Industry and Technology Advancement Unit**	**Organisational Unit:** Inspection Team Personnel, Industry and Technology Advancement Unit (ITP/ITA)

1.   Organisational setting:

Industry and Technology Advancement Unit comprises of around 30 Inspectors and Team Leaders, primarily in charge of conducting inspections and associated trainings. Additionally, ITA staff is engaged in supporting activities and continuous improvement projects such as Art.VI specialty training, Cross-training, Associate Program, operational software's development and implementation, assessment of new technologies, digitalization projects.

2.   Main purpose of the post:

The JPO will provide support to the Industry and Technology Advancement Unit on the monitoring and continuous improvement of its core activities. The JPO will be exposed to the OPCW's mandate (as per the Chemical Weapons Conventions (CWC) and other relevant reference documents) and will obtain understanding of how ITP contributes to its accomplishment. The JPO will also be able to practice his/her skills and to acquire new knowledge and experience in the process.

3.   Duties and responsibilities:

1) Monitoring of Inspectorate Team Personnel (ITP) projects' implementation.

2) Reporting of Industry and Technology Advancement Unit (ITA) core activities.

3) Help in updating relevant ITP documents and contribute to the creation of digital content.

4) Analyse information gathered from diverse sources and contribute to the preparation and review of various written outputs as required by the Head of ITA.

5) Proactively use OPCW databases and handle analytical data.

6) Perform research on relevant ITP topics, preparation of ITP presentations and ad-hoc reports.

7) Disseminate the INS Project Management methodology within ITA and assist inspectors accordingly.

4.   Minimum Qualifications Required:

Education:

- An advanced university degree in a related field. 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.
- Certification in Project/Programme Management or equivalent degree in training management.

Experience:

- A minimum of two years of working experience in a relevant field with an advanced university degree.

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- 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
- 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
- Innovation: 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 one's team.

Language requirements:
- Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, Spanish) is desirable.

Other skills:
- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)
- Knowledge of Microsoft SharePoint, Microsoft Teams, MS List, PowerBI and e-learning platforms would be a strong asset.
- Prince 2 certification is an asset.

5. **Training and Learning:**

The JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office: Background information on INS structure, strategy, organization. Information on ITP existing projects and activities, Quality System Documents and Administrative Directives. The JPO will be trained by CMB Inspectorate Project Officer on internal software tools (SharePoint, MS list, Power BI and any other relevant software).

6. **Work relationships/partnership:**

The JPO will be reporting to the Head of ITA and interacting with inspectors in relation with their respective projects/activities. The JPO will also liaise with counterparts from other branches of the division, such as CCD, CMB and OTSB. Finally, the JPO may interact with Points of Contacts from other divisions such as VER, ICA, OSP.