

E. EXTERNAL RELATIONS DIVISION

Terms of Reference	
Title: Associate Engagement Officer Post Level: P-2 Reports To: Head, Public Affairs Branch	Organisational Unit: Public Affairs Branch (ERD/PAB)
<p>1. Organisational setting:</p> <p>The External Relations Programme conveys the Organisation as the “premier international organisation working for a world free of chemical weapons, with a focus on preventing their re-emergence, by implementing all provisions of the Convention in an effective, efficient, and non-discriminatory manner”, in accordance with the MTP. It seeks to achieve this by providing support to the Secretariat and its senior management regarding engagement with States Parties, States not Party, partners, the public, and other identified stakeholders, such as scientists, civil society, academia, industry, and international organisations.</p> <p>The Public Affairs Branch provides support to the Director-General and the Organisation in promoting the mission, activities, achievements, and continued relevance of the Organisation to targeted audiences, including civil society. To this end, the Branch uses collaboratively developed messages and resources, targeted education and outreach activities, and modernised tools and platforms. Through the Spokesperson, the Branch interfaces with the media on behalf of the Director-General. It also monitors relevant news media, manages the OPCW’s public information, administers the official public website and other social media platforms, provides limited audio and video services, and plans for required capabilities for crisis communications.</p>	
<p>2. Main purpose of the post:</p> <p>The Associate Engagement Officer supports the Division – and the Organisation as a whole – in formalizing and strengthening outreach and engagement of civil society with a particular focus on youth, as part of OPCW’s efforts to increase support among a broad range of stakeholders. A recent survey among civil society stakeholders identified specific regions and groups that are currently not well represented in OPCW engagement activities. Additionally, youth has been identified as a cross-cutting issue in tackling the most pressing challenges of our time, including the peace and security agenda and weapons of mass destruction.</p> <p>Strengthening civil society engagement has been a focus of the Organisation in recent years. Currently OPCW engages youth in outreach activities (public visits, capacity building for young scientists and policy makers, e-learning initiatives, fellowships), but there is no overarching strategy tying these together and aligning them clearly with the Organisation’s mandate. It would be beneficial to anchor OPCW’s civil society engagement within broader global outreach strategies and initiatives, especially focusing on youth, including the UN’s Youth 2030 Strategy, Youth 4 Disarmament, and the Youth, Peace and Security Agenda, the EU’s Youth Strategy, and youth initiatives of international organisations such as Comprehensive Nuclear Test Ban Treaty Organization (CTBTO), Organization for Security and Co-operation in Europe (OSCE), International Atomic Energy Agency(IAEA), UN Office of Disarmament Affairs (UNODA), and more.</p> <p>Strengthening and streamlining civil society outreach to include geographic regions and groups that have been traditionally underrepresented (e.g. the GRULAC region, Eastern Europe, women, and youth) will</p>	

support universalisation efforts of the Convention, as well as national implementation initiatives. A robust youth engagement strategy will not only allow the Organisation to leverage the considerable power of this growing (and active) segment of society, but also support ongoing capacity building and recruitment activities in a more holistic and sustainable manner.

The Associate Engagement Officer will be instrumental in supporting ongoing efforts to deep civil society engagement outside of the regular Conference attendance. She/he will also support reparation of a draft youth strategy for the Organisation to consolidate and strengthen youth outreach in support of the OPCW's mandate.

3. Duties and responsibilities:

1) Support to the Branch's overall civil society engagement portfolio, including the yearly accreditation of NGOs and any intersessional activities. Proactively engage traditionally under-represented regions and groups and propose activities and outreach strategies in this regard.

2) Serve as the primary focal point for OPCW's youth-focused activities; Provide input into ongoing youth engagement activities, and proactively suggest events and initiatives such as lecture programmes, workshops and careers/information fairs; Assists in identifying opportunities to include youth in a more focused and proactive manner across the Organisation and in specific programmes and initiatives (e.g. Africa Programme, capacity building, e-learning, etc.).

3) Support the drafting of a comprehensive youth strategy for the Organisation; Research and catalogue existing initiatives within OPCW, seeking input and guidance from relevant Technical Secretariat entities and senior management; Prepare input into relevant reports and policy documents.

4) Support liaison with partner organisations on civil society engagement, e.g. the United Nations Office of Disarmament Affairs, CTBTO, IAEA, as well as schools and universities; coordinate relevant programmes and events, including Model UN conferences, European Youth Parliament, etc.

5) Support the Public Affairs Branch (and External Relations Division) as required, including assisting with drafting texts for social media and the website, media monitoring, contribute to in-person and virtual education and outreach activities, including group visits and professional training events.

6) Other duties as designated by the supervisor.

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.

Experience:

- A minimum of two years of working experience in a relevant field with an advanced university degree.
- Experience in preparing reports and data analysis is an advantage; experience in youth engagement is desired.
- Experience in civil society engagement and fundraising/resource mobilisation is desirable.
- Excellent drafting skills in English.

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
- 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.

- **Planning and Organizing:** Ability to plan ahead and work in a systematic and organised way. To support the Organisation in meeting its deliverables through its employees.
- **Client Orientation:** 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.

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.)

5. Training and Learning:

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

- A solid foundation about the Chemical Weapons Convention and the work and mandate of the OPCW, as well as insight into the global disarmament architecture.
- Coaching and hands-on training in strategic and digital communications, as well as media training.
- Practical training opportunities on writing for the web and social media, audiovisual production, presentation skills, media research and analysis.
- Opportunities to participate in relevant formal trainings and workshops offered by partner organizations such as the Asser Institute, UNODA, UNITAR, etc.
- OPCW training opportunities on diversity, prevention of harassment, confidentiality, etc.

6. Work relationships/partnership:

The Public Affairs Branch in the External Relations Division coordinates the Organisation's outreach activities, as well as civil society engagement. The Associate Engagement Officer reports directly to the Head of Branch and works closely with colleagues across ERD and the Organisation (including the Office of Strategy and Policy, International Cooperation and Assistance Division, Office of the Director General and the Deputy Director General, Administration Division, etc.).