

Terms of Reference

<p>Title: Associate Protocol and Political Affairs Officer</p> <p>Post Level: P-2</p> <p>Reports To: Head, Protocol and Political Affairs Branch</p>	<p>Organisational Unit: Political Affairs and Protocol Branch (ERD/PPB)</p>
<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 Political Affairs and Protocol Branch advises senior management on current and emerging issues, devises and implements strategies for achieving universality of the Convention, liaises with States Parties and provides protocol services to the Organisation. The Branch supports the Director-General and Deputy Director-General by preparing speeches, statements, and briefing notes; and manages all issues related to protocol, OPCW’s Host Country, and privileges and immunities.</p>	
<p>2. Main purpose of the post:</p> <p>The Associate Protocol and Political Affairs Officer supports the Political Affairs and Protocol Branch (PPB) in facilitating the participation of all States Parties in the activities of the OPCW, and in assisting senior management in their substantive engagements with States Parties and International Organisations. Primarily, as part of PPB’s Protocol Team, he/she provides a range of high-quality protocol services to States Parties and Senior Management alike. As and when required, the Associate Protocol and Political Affairs Officer will also work with the Political Affairs team in coordinating and preparing a range of policy products for Senior Management’s external engagements.</p>	
<p>3. Duties and responsibilities:</p> <p>1) Provide protocol and liaison services to the OPCW senior management by supporting the following activities: Plan and organise official visits to the OPCW by Heads of State, Heads of Government, Ministers and other high level dignitaries; plan and organise official events and other special commemorative ceremonies at the level of Director-General and Deputy Director-General; plan and organise hospitality engagements, such as official luncheons, receptions events at the level of Director-General and Deputy Director-General; and liaise with, welcome and escort guests of the Director-General and the Deputy Director-General.</p> <p>2) Provide direct protocol and liaison services to States Parties: Plan and organise official ceremonies such as the presentation of Letters of Credentials by newly appointed Permanent Representatives and MoU signing ceremonies; support the registration of members of permanent missions and other participants attending Sessions of the Executive Council and the Conferences of the States Parties; process the accreditation of Representatives to the Executive Council and to the Conferences of the States Parties; service relevant aspects of the meetings of the policy making organs and related committees; support the Protocol team in liaising with all delegates including management of the dedicated protocol emails.</p> <p>3) Oversee the administration of protocol-related services: Provide advice and make recommendations to the Head of Branch on standard operating procedures, working instructions and all other relevant branch functioning rules and guidelines while ensuring compliance of the branch’s work with international</p>	

<p>protocol guidelines and standards; collaborates with cross-organisational teams supporting Sessions of the Conference of the States Parties and associated events, such as the annual Victims Remembrance Day and the OPCW-The Hague Award ceremony; assist with procurement-related activities for purchasing protocol services and goods while ensuring compliance with the Organisation's guidelines and procedures in that matter; and draft official OPCW correspondence including programmes, reports, memos and minutes.</p>
<p>4) Support liaison with partner organisations and other external stakeholders, including arranging visits to the OPCW and the Centre for Chemistry and Technology by delegations from States Parties and other entities</p>
<p>5) Support the Branch's Political Affairs team as required, including assisting with the coordination and preparation of a range of policy documents, facilitating the engagement with States Parties and International Organisations, and assisting with the liaison with the host country.</p>
<p>6) Other duties as designated by the supervisor.</p>
<p>4. Minimum Qualifications Required:</p> <p><u>Education:</u></p> <ul style="list-style-type: none"> • An advanced university degree in international relations, political science, diplomacy or in a related field. A first level university degree in politics, law, international affairs or in a related field in combination with qualifying experience (4 years) may be accepted in lieu of an advanced university degree. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • A minimum of two years of working experience in protocol or political affairs with an advanced university degree. • Demonstrable bilateral and multilateral diplomacy skills. • Demonstrable bilateral and multilateral diplomacy skills. <p><u>Competencies (required knowledge, skills, abilities, attitudes and behaviours):</u></p> <ul style="list-style-type: none"> • 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 • Accountability: Ability to drive for continuous improvement of results. To take responsibility for the delivery of agreed results and monitor and maintain quality of work. • 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. • 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. • Excellent drafting skills in English. <p><u>Language requirements:</u></p> <ul style="list-style-type: none"> • Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, Spanish) is desirable. <p><u>Other skills:</u></p> <ul style="list-style-type: none"> • Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)
<p>5. Training and Learning:</p>

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 international protocol practice.
- Practical training opportunities in planning, organising and delivering international events in a diverse multilateral environment.
- Opportunities to participate in relevant formal trainings and workshops offered by partner organisations such as the Asser Institute, UNODA, UNITAR, etc.
- OPCW training opportunities on diversity, prevention of harassment, confidentiality, etc.

6. Work relationships/partnership:

The Associate Protocol and Political Affairs Officer reports to the Head of PPB. In his/her daily tasks, the Associate Protocol and Political Affairs Officer receives guidance and support from the Protocol Officer who is the most senior ranking staff within the Protocol team. He/She works closely with the aforementioned Protocol Officer, the Protocol Assistant, and interns and consultants temporarily assigned to Protocol. The Associate Protocol and Political Affairs Officer will also work with the Senior Political Affairs Officer and Political Affairs Officer as and when required. This provides an additional learning element for the JPO.