

Terms of Reference

Title: Associate Programme Officer Post Level: P-2 Reports To: Head, Assistance and Protection Branch	Organisational Unit: Assistance and Protection Branch (APB), International Cooperation and Assistance Division (ICA)
1. Organisational setting: <p>The Assistance and Protection Branch (APB) is responsible for assisting the Member States in implementing the Article X of the Chemical Weapons Convention (CWC). The International Cooperation and Assistance Division (ICA) serves as international provider and platform for providing specialised and technical assistance in support of States Parties efforts to meet their obligations under the CWC 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 respond to the emergency created by chemical incidents, involving the use of chemical weapons, the misuse of toxic chemicals, or other such releases.</p> <p>The APB develops and runs a portfolio of capacity building projects aimed at enhancing the national programmes for protective purposes related to use of chemical weapons or misuse of toxic chemicals. These programmes promote the dissemination and sharing of best practices in the field of chemical emergency response and are focused on the first responders and emergency management personnel of OPCW States Parties. The Branch also offers a wide range of specialised training covering advanced topics to support the development of expertise in this field.</p>	
2. Main purpose of the post: <p>The role of the Associate Programme Officer is mainly to support the development and coordination of an Assistance and Protection capacity building programme in a region to be determined. The Associate Programme Officer, under the guidance of the Branch Head and relevant Senior Programme Officer will contribute to the planning, design, implementation and reporting related to the programme. This JPO will also be exposed to the range of HQ-based activities of the Branch and Division, as well as the work of the Policy-Making Organs..</p>	
3. Duties and responsibilities:	
1) Support staff members on Assistance and Protection projects in the focused region. This includes reporting on supported activities and conducting a deeper analysis of the branch's activities and projects' impact by following up with stakeholders;	
2) Liaise with delegations of States Parties during the preparation and implementation of Article X Informal Consultations;	
3) Communicate with National Authorities and stakeholder agencies in the hosting States Parties, as well as those of the first responders and others applying for and/or participating in the supported projects;	
4) Support the maintenance and updating of the Protection Assistance Databank, PAD;	
5) Support the staff members with the preparation of reporting on supported activities and follow-up with stakeholders to conduct a deeper analysis of the impact of activities and projects of the Branch;	
6) Develop the necessary reports regarding States Parties' full and mini-backgrounder as requested;	
7) Maintain open communication with the national authorities and agencies of the host states for events in various programs and projects within the Division;	
8) Assist the Branch Staff in the preparation of various documents and reports for Senior Management of the Technical Secretariat and for the PMOs;	

9) Act as custodian of cash in the projects and programs assigned to you if necessary
10) Make and deliver the presentations assigned for various meetings, gatherings, workshops, etc.; and
11) other tasks assigned by the Head of APB
<p>4. Minimum Qualifications Required:</p> <p><u>Education:</u></p> <ul style="list-style-type: none"> • 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. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • A minimum of two years of working experience in the field of programme management, political affairs or CBRN-related capacity development, preferably in government, multilateral or international organisations. • Experience with drafting papers, analysis of information and facilitation of meetings. <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 • 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><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> <p>The JPO will benefit from the following specific training and learning modalities/ opportunities in the receiving office:</p> <ul style="list-style-type: none"> • Become familiar, on high level, with the project management approaches to enhance capacities in coordinating with OPCW Member States and partner agencies. • Become familiar with the APB programme and activities and capacity building methodologies to promote the Convention. • Participate in development and implementation of projects, procedures and guidelines related to Article X of the Convention.
<p>6. Work relationships/partnership:</p> <p>The Associate Programme Officer will report to the Head, Assistance and Protection Branch.</p>