

Terms of Reference

Title: Associate Programme Officer Post Level: P-2 Reports To: Head, International Cooperation Branch	Organisational Unit: International Cooperation Branch (ICB), International Cooperation and Assistance Division (ICA)
<p>1. Organisational setting:</p> <p>The International Cooperation Branch (ICB) is responsible for assisting the Member States in implementing Article XI of the Chemical Weapons Convention (CWC). The International Cooperation and Assistance Division (ICA) serves as the 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 a wide range of programmes and projects. These capacity-building programmes are aimed at contributing to building and enhancing States Parties' capacity to foster the use of chemistry for peaceful purposes for the economic and technological development of the States Parties, facilitating the national implementation and responding and dealing with threats involving toxic chemicals.</p> <p>The ICB develops and runs a portfolio of international cooperation programmes, including capacity-building projects aimed at fostering peaceful uses of chemistry for the economic and technological development of the Member States. These programmes are focused on three strategic areas of Integrated Chemicals Management: Enhancing Laboratory Capabilities and Chemical Knowledge Promotion. These programmes and activities network experts in various fields to promote good practices to prevent re-emergence of chemical weapons and promote peaceful applications in chemistry towards the sustainable development of Member States.</p>	
<p>2. Main purpose of the post:</p> <p>The role of the Associate Programme Officer within the International Cooperation Branch (ICB) of the International Cooperation Division (ICA) is to support and enhance the branch's initiatives aimed at strengthening international cooperation activities related to Article XI of the Chemical Weapons Convention. The JPO will contribute to the key areas indicated under Duties and Responsibilities section.</p>	
<p>3. Duties and responsibilities:</p> <p>1) Supports Chemical Safety and Security Programmes and assists in development and implementation. This includes: 1) assisting in developing chemical safety and security capacity-building programs in accordance with regional requirements, taking into consideration the impact of emerging technologies, and 2) conducting research on best practices in regions and analyse gaps and weaknesses related to the implementation of chemical safety and security practices in line with the indicative guidelines developed by the OPCW.</p> <p>2) Addresses the Impact of Emerging Technologies and suggests thematic areas to be included in capacity building activities. This includes: 1) assisting in developing programmes based on the impact of emerging technologies, and 2) contributing to monitoring the outcome of the programmes and communicating with participants on the dissemination of knowledge and future engagements.</p> <p>3) Assists in the Coordination and Implementation of capacity-building events, supports the organisations of regional and sub-regional workshops and training sessions. This includes: 1) supporting the planning and conducting of regional and sub-regional workshops and other capacity-building initiatives, and 2) engaging in regional needs assessments to tailor programmes to specific regional challenges and priorities.</p>	
<p>4. Minimum Qualifications Required:</p>	

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.

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
- 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.

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: The JPO will gain hands-on experience and knowledge, developing a comprehensive understanding of chemical safety and security management, international cooperation, and the impact of emerging technologies in disarmament and non-proliferation efforts. Through mentorship by experienced staff members within the ICB, the JPO will actively contribute to achieving the OPCW's objectives and supporting the implementation of the CWC at both the regional and global levels.

6. Work relationships/partnership:

The JPO will report directly to the Head of ICB, who will provide guidance, oversight, and feedback on the JPO's work. The JPO will work closely with other branches and sections within the ICA, especially those involved in international cooperation and capacity-building initiatives. The JPO will interact with national authorities and government representatives from OPCW member states.