

## Terms of Reference

<p><b>Title:</b> Associate Programme Officer</p> <p><b>Post Level:</b> P-2</p> <p><b>Reports To:</b> Head, Implementation Support Branch</p>	<p><b>Organisational Unit:</b> Implementation Support Branch (IPB), International Cooperation and Assistance Division (ICA)</p>
<p><b>1. Organisational setting:</b></p> <p>Implementation Support Branch (IPB) is responsible for coordinating activities intended at supporting and sustaining capacity of States Parties and their National Authorities for full and effective implementation of the Convention. The Branch provides tailored assistance and capacity building programs aiming at assisting States Parties in the enactment of national legislation and enhancing capacities of the National Authorities and their effective functioning to effectively fulfil all national obligations under the CWC.</p>	
<p><b>2. Main purpose of the post:</b></p> <p>The purpose of the Associate Programme Officer position within the Implementation Support Branch (IPB) of the International Cooperation Division (ICA) is to support and enhance the branch's initiatives aimed at strengthening international cooperation in chemical weapons disarmament and non-proliferation. The JPO will contribute to the key areas indicated under Duties and Responsibilities section.</p>	
<p><b>3. Duties and responsibilities:</b></p> <p>1) Supports Chemical Security Legislation. Assists in development and implementation. This includes: 1) providing technical assistance to Member States in drafting and implementing national chemical security legislation aligned with the CWC, and 2) conducting research on legislative best practices and gaps and contribute to the development of comprehensive legislative frameworks and policies.</p> <p>2) Address Illicit Transfers of Chemicals. Supports Legislative and Policy Measures. This includes: 1) Assists in developing and implementing policies and legislative measures to prevent or detect/identify the illicit transfer of chemicals, and 2) contributes to monitoring and reporting on trends related to illicit chemical transfers.</p> <p>3) Implements OPCW Regional Programmes. Supports Regional Programmes. This includes: 1) assists in the planning, coordination, and execution of OPCW regional programmes, including workshops, training sessions, and capacity-building initiatives. 2) engages in regional needs assessments to tailor programmes to specific regional challenges and priorities.</p> <p>4) Strengthens Law Enforcement Capabilities related to the Convention. Supports provision of guidance on prosecution of Chemical Weapons (CW)-Related Offences. This includes: 1) assists Member States in strengthening legal frameworks and enforcement mechanisms to address and prosecute CW-related offences, in compliance with international legal standards. 2) provides technical assistance on developing national capabilities to respond to chemical terrorism threats and strengthen cooperation with law enforcement agencies.</p> <p>5) Promote synergies with the UNSCR 1540 and Related Regimes. Supports cooperation on implementation of United Nations Security Council Resolution 1540 (UNSCR 1540), focusing on preventing the proliferation of WMDs, in particular of chemical weapons, by nonstate actors. Assists Member States in harmonizing national laws with international regimes related to chemical terrorism, disarmament, and non-proliferation.</p>	
<p><b>4. Minimum Qualifications Required:</b></p> <p><b><u>Education:</u></b></p> <ul style="list-style-type: none"> <li>• An advanced university degree in a related field. A first level university degree in a related field in</li> </ul>	

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
- Planning and Organizing: Skilled in planning and managing regional programmes, workshops, and initiatives, ensuring alignment with project goals and timelines.

**Language requirements:**

- Fluency in English is essential. Knowledge of Spanish and/or French is desirable. A good working knowledge of one of the other official languages (Arabic, Chinese, Russian) is an advantage.

**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 in these critical areas, developing a comprehensive understanding of chemical weapons disarmament, international cooperation, and legislative and policy frameworks.
- Through mentorship by experienced staff members within the IPB, 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.
- In-depth exposure to Convention-related legislative drafting
- Advanced communication and presentation training

**6. Work relationships/partnership:**

The JPO will report directly to the Head of IPB, 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.