

## 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 support the Branch in efforts to prevent the illicit transfer of chemicals, particularly through strengthening the role of customs authorities. This would include working to improve national enforcement mechanisms, enhancing border controls, and ensuring compliance with the Chemical Weapons Convention (CWC) to deter and prevent the unlawful trade and transfer of scheduled chemicals. 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 to enhancing and promoting national measures to prevent illicit transfers of scheduled chemicals. Assists in reviewing national regulations and enforcement mechanisms to prevent the illicit transfer of scheduled chemicals. This includes: 1) supports developing and refining regulations, and enforcement frameworks to control the illicit transfer of scheduled chemicals. Assist in monitoring the progress of these initiatives and ensuring compliance with the CWC. 2) assists in the design and formulation of National Implementation Framework guidance.</p>	
<p>2) Conducts Research and Analysis on Customs Practices for Preventing Illicit Transfers of Chemicals. Identifies best practices and gaps in customs procedures. This includes: 1) conducts in-depth research on customs operations across various State Parties, focusing on their role in detecting and preventing illicit transfers of scheduled chemicals. Special attention will be given to how customs controls contribute to preventing non-state actors, including terrorist and criminal organizations, from accessing dangerous dual-use chemicals. 2) contributes to monitoring and reporting on trends related to illicit chemical transfers through customs channels, identifying vulnerabilities that could be exploited by non-state actors.</p>	
<p>3) Assist in the Coordination and Implementation of capacity-building events. Supports the organizations of regional and sub-regional workshops and training sessions. This includes: 1) supports the planning and conduct of at regional and sub-regional workshops and other capacity-building initiatives. 2) engages in regional needs assessments to tailor programmes to specific regional challenges and priorities.</p>	
<p>4) Conducts Regional Needs Assessments. Identifies and propose ways to address regional challenges. This includes: 1) assesses regional needs in relation to capacities for implementing the CWC transfer regime of scheduled chemicals. 2) Promotes synergies with the UNSCR 1540 and Related Regimes. 3) Supports cooperation on implementation of United Nations Security Council Resolution 1540 (UNSCR 1540), focusing on preventing the proliferation of weapons of mass destruction, in particular of chemical</p>	

weapons, by non-state actors.

#### **4. Minimum Qualifications Required:**

##### **Education:**

- An advanced university degree in law, international relations, security studies or 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
- 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 international cooperation, and trade-related regulatory frameworks. Through mentorship by experienced staff members within IPB, the JPO will actively contribute to achieving the OPCW's objectives and supporting the implementation of the CWC at 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 Head of IPB will set priorities, review progress, and ensure alignment with the branch's strategic goals. The JPO will work closely with other branches within ICA, especially in relation to chemical security. The JPO will interact with national authorities and government representatives from OPCW member states.