

C. ADMINISTRATION DIVISION

Terms of Reference	
Title: Associate Equity, Diversity, and Inclusion Officer Post Level: P-2 Reports To: Head, Human Resources Branch	Organisational Unit: Human Resources Branch (HRB)
1. Organisational setting: <p>The Human Resources Branch (HRB) is a strategic partner to managers, staff and the Organisation as a whole. Diversity is a core component of OPCW workforce, and creating an inclusive, safe and equitable work environment is crucial to lead the Organisation to the best possible results. Under the general supervision of the Head of Human Resources Branch, and in collaboration with the Governance Team, the JPO Equity, Diversity and Inclusion Officer will support the development of HR initiatives and reporting activities that create and foster an open and inclusive culture.</p>	
2. Main purpose of the post: <p>Under the general supervision of the Head of Human Resources Branch, and regular guidance of the Staff Relations and Welfare Officer, the Associate Equity, Diversity, and Inclusion (EDI) Officer will be responsible for developing HR initiatives and policies that create and foster an open and inclusive working environment and culture at the OPCW. The role also aims to strengthen the organisational approach to, and communications around, EDI to garner commitments to and build a better understanding of the benefit of EDI to the workforce and workplace culture. In addition, the Associate EDI Officer will partner with national authorities to enhance collaboration and knowledge sharing, ensuring a cohesive approach to equity and inclusion initiatives. In accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the Associate EDI Officer aims to reduce workplace inequality, promote positive attitudes, and prevent/reduce discrimination, and foster a sense of belonging for all staff members.</p>	
3. Duties and responsibilities:	
1) Contribute in a substantive manner to the OPCW's EDI practices and plans of action, focusing on a holistic approach. Review and catalogue current HR practices and policies from an EDI perspective; identifying areas for improvement.	
2) Organise internal and external campaigns to raise awareness and assist managers and the workforce in integrating and upholding EDI principles and practices in all aspects of work.	
3) Liaise, under guidance, with external stakeholders to discuss needs, explore solutions and offer support on EDI matters.	
4) Plan, prepare, and coordinate EDI events, workshops, presentations, meetings and/or trainings, for staff members and other key stakeholders in the Organisation.	
5) Work with staff members and supervisors to offer guidance on EDI issues and to provide insight on issues impacting these groups.	
6) Identify and consolidate the efforts of the OPCW, international organisations, national authorities, and gender focal points to increase gender equity in the Organisation.	
7) Partner with national authorities on research, analysis, and evaluation, and quantitative and qualitative research related to EDI.	
8) Keep abreast of relevant developments and best practices in the field of EDI and collaborate with national authorities to understand needs and identify opportunities for targeted interventions.	
9) Participate in (UN) inter-agency and national authority meetings and activities in the field of EDI to promote continued collaboration and understanding.	
10) Work with HR colleagues to ensure inclusive and sensitive policies and practices, such as	

recruitment, learning and development and propose revisions, as needed. Research the most appropriate metrics and carry out analysis for measuring the effectiveness and trends of EDI initiatives and prepare periodic reports for internal and external audiences.

11) Provide technical inputs, draft policy documents and required briefs/documents/reports related to EDI.

4. Minimum Qualifications Required:

Education:

- An advanced university degree in Social Sciences, Law, Psychology, Gender Studies, Human Resources Management, International Relations 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 the field of Equity, Diversity and Inclusion or organisational culture.
- Demonstrated versatility in a variety of IT applications and programmes, such as Canva or other media channels. Familiarity with MS Office Suite is a must. Experience in graphic visual design is desirable.
- Practical experience working to further at least one dimension of diversity.
- Strong presentation and communication skills.
- Experience outside of home country/place of permanent residence is desirable.

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

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.)
- Project Management or change management skills.
- Familiarity with the intersectionality of EDI and knowledge and appreciation for the many dimensions of diversity and inclusion.

5. Training and Learning:

The JPO will benefit from the following specific training and learning modalities/ opportunities in the receiving office: Internal and external training opportunities, eLearning and knowledge sharing; Exposure to EDI practices and initiatives within the UN Common System and within national authorities; Project management and planning.

6. Work relationships/partnership:

The position is part of HR Governance and reports to the Head, Head of Human Resources Branch and receives regular guidance from the Staff Relations and Welfare Officer. HR Governance establishes HR direction and policy and acts as a strategic interface between staff representatives, HR senior management, HR inter-agency counterparts and governing bodies. Key stakeholders for this position include national authorities and staff from the Technical Secretariat.