

No. 12/10/2023-FA(UN)
Government of India
Ministry of Personnel, Public grievances and Pension
Department of personnel & Training

North Block, New Delhi
Dated the 10th October, 2023

To

1. Secretaries,
All Ministries/ Department of the Government of India
2. The Chief Secretaries/ Administrators,
All State / UT Governments

Subject: Proposal of MEA for circulation of vacancy notification for the post of Director, International Cooperation and Assistance in Organization for the Prohibition of the Chemical Weapons (OPCW), The Hague, Netherlands –reg.

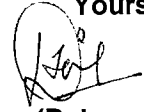
Sir/Madam,

Ministry of External Affairs vide their I.D. Note No. Q/PA-I/575/13/2023 dated 04/10/2023 (copy enclosed) has informed this Department that Organization for the Prohibition of the Chemical Weapons (OPCW) has sought nominations of candidates for the position of Director, International Cooperation and Assistance in OPCW based in its headquarters in The Hague, Netherlands.

2. Vacancy notice of the Organization for the Prohibition of the Chemical Weapons thereby inviting nominations for the post of Director, International Cooperation and Assistance in OPCW containing the details, scope, principal functions, skills and expertise for the post etc. is enclosed. The last date to apply for the above position is **14th October, 2023**. All the applicants have been required to submit the application for nominations for the above-mentioned post online, at the following link: <https://jobs.opcw.org/job/job-director-international-cooperation-and-assistance-d-2-364.aspx>.

3. This post may be circulated amongst officers of the level of JS /Director of the Government of India/ State Government, so as to make suitable nominations for the post of Director, International Cooperation and Assistance in OPCW by following the due procedure duly laid down in Organization for the Prohibition of the Chemical Weapons (OPCW) Vacancy notification enclosed herewith. As the role of DoP&T in the matter is restricted only upto circulation of vacancy, no further reference with regard to submission of application need to be sent by the applicants to this Department.

Yours faithfully,



(Debasweta Banik)

Deputy Secretary to the Government of India
Email-dirsm@nic.in

Copy for information to:

Ms. Uditā Gaurav, Deputy Secretary (FSP & Cadre), Ministry of External Affairs, South Block, New Delhi w.r.t. I.D. Note No. Q/PA-I/575/13/2023, dated 04/10/2023.

No. Q/PA-I/575/13/2023
Ministry of External Affairs
(Administration Division)

Subject: Nomination of candidates for the position of Director, International Cooperation and Assistance in the Organisation for the prohibition of the Chemical Weapons (OPCW), The Hague, Netherlands.

The **Organisation for the prohibition of the Chemical Weapons (OPCW), The Hague, Netherlands** is calling for nomination of candidates for a **D2 level** vacancy in the Technical Secretariat (TS) for the **position of Director, International Cooperation and Assistance.**

2. The **International Cooperation and Assistance (ICA)** Division manages the OPCW's international cooperation and assistance activities. The Division serves as the platform to provide capacity-building support aimed to assist States Parties in: facilitating full and effective national implementation of the Convention; enhancing assistance and protection against chemical weapons; and promoting the peaceful uses of chemistry for their economic and technological development. ICA also runs the OPCW Africa Programme to ensure that special needs and circumstances of the region are addressed in a coordinated and effective manner.

3. Educational qualification:

a) An advanced university degree (Master's degree or equivalent degree) in Science or Social Sciences, International security or Relations, International Law, Business/Public Administration, Management, or a related field.

b) A first-level university degree in combination with over 17 years of qualifying experience as stipulated in the vacancy circular, may be accepted in lieu of an advanced university degree.

4. The responsibilities for the post and further requirement/ qualifying experience for the same may be seen at **Annexure 'A'**.

5. The applications for nominations are to be submitted online at the OPCW candidate space which may be accessed at the following link: <https://jobs.opcw.org/job/job-director-international-cooperation-and-assistance-d-2-364.aspx>. Last date to file the nominations is **14 October, 2023.**

7. DoPT is requested to disseminate the above mentioned vacancy circular for the position of **Director, International Cooperation and Assistance** in the **Organisation for the prohibition of the Chemical Weapons (OPCW), The Hague, Netherlands** to all Ministries for nomination, amongst the officers of Joint Secretary/ Director rank.


(Udit Gaurav)

Deputy Secretary (FSP & Cadre)
Room No. 37, South Block, New Delhi
Tel No. 011-23011650

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

Kind Attn: **Ms. Debasweta Banik**
Deputy Secretary (SM)
Room No. 278-C, North Block, New Delhi.

MEA ID No. Q/PA-I/575/13/2023, Dated 04 October 2023

Director, International Cooperation and Assistance (D-2)

About Us

OPCW and its priorities



The **International Cooperation and Assistance (ICA)** Division manages the OPCW's international cooperation and assistance activities. The Division serves as the platform to provide capacity-building support aimed to assist States Parties in: facilitating full and effective national implementation of the Convention (Article VII); enhancing assistance and protection against chemical weapons (Article X); and promoting the peaceful uses of chemistry for their economic and technological development (Article XI). ICA also runs the OPCW Africa Programme to ensure that special needs and circumstances of the region are addressed in a coordinated and effective manner.

General Information

- **Contract Type**
Fixed-term Director
- **Grade**
D2
- **Total Estimated monthly remuneration depending on post adjustment and family status: USD**
14.992
- **Closing Date**
14/10/2023

Responsibilities

Job Summary

As the Director of the International Cooperation and Assistance Division, you will have a highly visible leadership role in the development and implementation of Programmes and projects to promote the peaceful use of chemistry for economic and technological development. Embracing this mindset, you will lead the team to assist States Parties in their efforts toward the full and effective implementation of the Convention.

You will lead the development and implementation of strategies to ensure the provision of tailored support and expert advice to States Parties.

Main Responsibilities

In your role you will be responsible for:

1. Leads the work of the International Cooperation and Assistance Division within the established policy framework to ensure effective delivery of programmes. Key responsibilities include:
 - Development of strategies and related implementation plans to maintain and enhance the Organisation's capability to provide support to any requesting State Party in the event of use or threat of use of chemical weapons, in accordance with Article X of the Convention.
 - Development and implementation of programmes and projects to provide expert advice and assist a State Party (upon request) in maintaining and enhancing their capability for the development and improvement of a protective capacity against chemical weapons, within the framework of Article X of the Convention.
 - Development and implementation of programmes and projects to promote the peaceful use of chemistry for economic and technological development, within the framework of Article XI of the Convention.
 - Development and implementation of programmes and projects to assist States Parties and their National Authorities in their effort toward the full and effective implementation of the Convention, in accordance with the provision of Article VII of the Convention.
2. Provides effective leadership to the staff of the International Cooperation and Assistance Division, ensuring collaborative and cohesive delivery of the planned Programme of Work in an effective, efficient and inclusive manner.
3. Oversees the planning and implementation of the Programme and Budget for the International Cooperation and Assistance Division in line with Results-Based Management and Results-Based Budgeting principle.
4. Provides strategic planning, policy advice and support to Senior Leadership regarding the International Cooperation and Assistance programmes. Participates in meetings of the Management Board and relevant technical committees and contributes to discussion and formulation of recommendations to the Director-General on organisation-wide policy issues.
5. Engages with States Parties on issues of mutual concern and contributes to the work of the Executive Council and informal consultations.

6. Participates in official visits to States Parties and other relevant Organisations.

Qualifications and Experience

Education

Essential:

An advanced university degree (Master's degree or equivalent degree) in Science or Social Sciences, International security or Relations, International Law, Business/Public Administration, Management, or a related field is required. A first-level university degree in combination with over 17 years of qualifying experience as stipulated below, may be accepted in lieu of an advanced university degree.

Knowledge and Experience

Knowledge and Experience:

A minimum of over 15 years of progressively responsible experience in the field of international cooperation and assistance, public administration, international relations, or socio-economic development, a substantial part of which should be at the senior level in the private or public sector or in international organisations.

Extensive knowledge of the Chemical Weapons Convention and proven experience in international relations, international security/disarmament, international cooperation and/or assistance issues.

Effective leadership skills, ability to take responsibility for key organisational issues, including the ability to think strategically and achieve results accordingly,

Well-developed diplomatic and policy skills, sound judgement, and the ability to communicate effectively both in writing and orally.

Skills and Competencies

- Proven record of building and managing teams and creating an enabling work environment with people of different cultural and national backgrounds, including the ability to effectively manage, mentor and develop staff.
- Excellent planning, organisation, coordination, negotiation, and problem-solving skills.
- Strong analytical and conceptual skills in analysing and interpreting organisational issues, formulating options, and proposing and implementing solutions.
- Excellent interpersonal and communication skills with demonstrated ability to apply tact and accuracy and to present information clearly and logically both in writing and verbally.
- Proven ability to ensure an effective work structure to maximise productivity and achieve objectives.
- Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent conflicting activities assuring required results are achieved.
- Creates partnerships and collaborative endeavours within the division or between divisions.

Languages

Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.

Additional Information

This fixed-term appointment is for the duration of three years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules.

The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years.

The mandatory age of separation at the OPCW is 65 years.

Fixed-term staff members participate in the OPCW provident fund. A monthly staff contribution is met with a doubled amount by the OPCW to ensure separating staff have the capital necessary to move on to new challenges.

The Director-General retains the discretion to not make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.

Only fully completed applications submitted before the closing date and through OPCW CandidateSpace will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.

OPCW General Terms and Conditions