

MOST IMMEDIATE

No. 2(3)2016-HR&CP
Government of Pakistan
Ministry of Commerce

Islamabad the 2nd January, 2017.

CIRCULAR

Sub: - ORGANIZATION FOR THE PROHIBITION OF CHEMICAL WEAPON(OPCW) VACANCY NOTICE FOR THE POST OF SENIOR INDUSTRY OFFICER P-4.

Ministry of Foreign Affairs, Islamabad has invited nomination for the subject post vide their UO.NO. Dsmt-C (NA)10/4/16 dated 21st December, 2016 .

2. Invitation letter, Principal Functions and eligibility criteria for the post are available on the website of this Ministry. Interested officers may visit website: www.opcw.org. for further detail information and online submission of applications.

3. In view of closing date i.e. 20-01-2017, requests for nomination may reach to this section latest by 10th January, 2017 for approval and onward submission to Ministry of Foreign Affairs.


(Asma Khattak)
Deputy Director (MoC)

All Officers of the Ministry of Commerce, Islamabad.

Forwarded to:-

- i) The Chairman National Tariff Commission, Islamabad
- ii) The Chairman, Trading Corporation of Pakistan, Karachi.
- iii) The Chairman Pakistan Tobacco Board, Peshawar.
- iv) Director General, Pakistan Institute of Trade & Development, Islamabad.
- v) Director General, Trade Dispute Resolution Organization (TDRO), Ministry of Commerce, Islamabad.
- vi) Director General (TO), Directorate General of Trade Organization (DGTO), Islamabad.
- vii) Director (HR), Trade Development Authority of Pakistan, Karachi.
- viii) Data Network Administrator with the request to upload the attached UO along with its enclosures on the Ministry's website immediately.


MOST IMMEDIATE

**Ministry of Foreign Affairs
CWC National Authority & Disarmament-C
Islamabad**

Subject: - **OPCW VACANCY NOTICE**

Please find enclosed Vacancy Notice for the post Senior Industry Officer, (P-4), announced by the Organization for the Prohibition of Chemical Weapons (OPCW).

2. You are requested to kindly consider nominating suitable individuals for the above vacancy by 20th January, 2017.
3. Forwarded for consideration, please.


(Shahabuddin)
Director General (Disarmament-C)

The Secretary, Ministry of Commerce, Islamabad

M/o Foreign Affairs u.o. No. Dsmt-C(NA) 10/4/16 dated 21st December, 2016



NV/ADM/HRB/mb/136045/16

OPCW

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The Secretariat of the Organisation for the Prohibition of Chemical Weapons (OPCW) presents its compliments to the Permanent Representations and Ministries of Foreign Affairs of the Member States of the OPCW and has the honour to draw attention to the enclosed advertised vacancy notice:

Senior Industry Officer, P-4
Verification Division

Notice of candidature for the above post should reach the Organisation by 1 February 2017.

Following the implementation of the Organisation's online application system, candidates are strongly advised to submit their applications for this vacancy online through the Organisation's website: www.opcw.org.

The Secretariat wishes to emphasise that it encourages Member States to include suitably qualified and experienced female applicants amongst the nominations they will be forwarding for this post.

The Secretariat of the Organisation for the Prohibition of Chemical Weapons thanks the Permanent Representations and Ministries of Foreign Affairs of Member States of the OPCW for their assistance in this regard and avails itself of this opportunity to renew to them the assurances of its highest consideration.



Embassies and Ministries of Foreign Affairs of Member States to the
Organisation for the Prohibition of Chemical Weapons



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands

VACANCY NOTICE

Post Title:	Senior Industry Officer	Date:	19 December 2016
Post Level:	P-4	Closing Date:	1 February 2017
Vacancy Ref:	E-VER/IVB/SIO/F0207/ P-4/58/12-16		
Division:	Verification		
Branch:	Industry Verification Branch		

This fixed-term appointment is for a duration of **two** years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. 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 Director-General retains the discretion not to 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.

Principal Functions	Requirements
<p>Under the general supervision of the Head, Industry Verification Branch, and in accordance with the OPCW Core Values of <i>Integrity, Professionalism</i> and <i>Respect for Diversity/Gender Equality</i>, the incumbent performs the following primary duties and one or more in a back-up capacity, as indicated in sections 2 and 3:</p> <ol style="list-style-type: none">Executes short-term planning of allocated inspections under Article VI (Activities not Prohibited) of the Convention, supervises their execution and facilitates the production of Final Inspection Reports (FIRs) by the Inspection Teams (ITs) within the provisions of the OPCW Confidentiality Regime and the timelines of the Convention by:<ul style="list-style-type: none">Accessing all declarations and other documentation relevant to the inspection site, evaluating the declared information and deciding on whether the chemicals are scheduled and thresholds are appropriate for inspection;Deciding the requirement for number of inspectors for specific mission;Briefing the IT on technical, treaty-related and policy issues in relation to the inspection;Monitoring the on-site progress of the inspection and guiding and advising the IT while on-site to meet its mandate and to resolve all problematic issues during the mission;Debriefing the IT upon its return to The Hague on technical, treaty-related and/or policy issues;Advising on issues requiring further attention, uncertainties and/or possible violations of provisions of the and deciding on which issues, if any, are to be brought to the attention of top-management;Drafting the letter to the inspected State Party on the inspection;Reviewing the Risk Assessment for Schedule 1 facilities and Schedule 2 plant sites performed by the IT;Communicating and meeting with the inspected State Party representatives to resolve issues requiring further;Participating in Technical Visits to States Parties resulting from inspection activities;Negotiating to conclude or update Facility Agreements with the States Parties;Acting as Chief Technical Planning Officer when assigned in the case of challenge inspections at industrial facilities, etc.Support other Verification Branches as required.<ul style="list-style-type: none">Developing, supporting and implementing a consistent verification regime at chemical weapons production facilities (CWPF) and at chemical weapons destruction facilities (CWDF) in support to CDB when needed.Supports Management of the Branch, the Division and the Secretariat by:<ul style="list-style-type: none">Making recommendations and advising Management on chemistry and industry-related technical issues on the basis of acquired expertise and on treaty compliance and/or policy matters to facilitate the political decision-taking process;Selecting plant sites and facilities declared under Article VI of the	<p>Education (Qualifications):</p> <p>Essential: An advanced university degree in the fields of chemical engineering and/or organic chemistry, or a closely related field, from an accredited college or university. Qualifications in both chemical engineering and organic chemistry would be an asset. A relevant first level university degree in combination with qualifying experience (minimum nine years) may be accepted in lieu of the advanced university degree. Equivalent or specialized training in combination with at least thirteen years of relevant professional experience may be accepted in lieu of a university degree.</p> <p>Desirable: An additional degree in business or management (MBA) would be an asset.</p> <p>Skills and Abilities (key competencies):</p> <ul style="list-style-type: none">Excellent communication skills, including the ability to prepare reports.Strong analytical and conceptual skills.Tact, discretion, and the ability to work harmoniously in a multi-cultural environment.Demonstrable ability to work with the confines of a strict confidentiality regime. <p>Experience:</p> <p>Essential: A minimum of 7 years relevant experience, preferably hands-on, practical in-plant experience with chemical operations in the chemical industry with advanced degree, 9 years relevant experience with first level degree, 13 years relevant experience with equivalent or specialized training. The experience should preferably involve:</p> <ul style="list-style-type: none">industrial chemistry support for product development or chemical production, and/orconduct of plant operations; and/orchemical process design/development + process optimisation; and/orprocess safety activities, including quantitative risk assessment, hazard and operability studies, auditing, etc., and/orR&D chemical development or R&D chemical process design in agrochemicals or pharmaceuticals;plant design or scale-up planning. <p>Experience in multiple types of chemical operations:</p> <ul style="list-style-type: none">Experience with multiple chemical technologies.Expertise in the use of MS Office packages (databases, spreadsheet, and word processing).Experience working in a toxic environment while wearing personal protective equipment (PPE). <p>Desirable: International experience.</p>

Convention for the medium term inspection plan and preparing the schedule of inspections:

- Writing papers on industry-related and Convention-related subjects for briefing of or use by Management;
 - Advising and making recommendations to representatives of States Parties, Industry Associations, individual industrial companies and/or groups, NGOs and other outside organisations on industry-related and Convention-related subjects;
 - Developing SOPs, guidelines and other working procedures related to the activities of the Branch and Division'
 - Making recommendations on the implementation of the OPCW Confidentiality Regime on the basis of practical experience in working in the Security Critical Area.
 - Acting as Branch Head when designated to do so;
 - Serving on various Secretariat Committees and/or Councils, etc.;
4. Supports the work of the Policy Making Organs (PMOs) of the OPCW by:
 - Advising and assisting the designated Facilitators of the Industry Cluster Consultations of the Executive Council on issues within their purview, attending Industry Cluster Consultations as Secretariat expert;
 - Discussing issues relating to the work of the PMOs with Delegations and providing advice to the delegates, etc.;
 5. Represents the Secretariat in contacts with outside organisations and provides inputs to Secretariat training programs.
 6. International Duty Travel to be undertaken as per the requirement of the assignment.
 7. Performs other duties as required.

Languages:

High fluency in both verbal and formal written English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the December 2016 rate of 27.6%.

	With Dependants	No Dependants
Annual Salary (US dollars)	\$ 74,130	\$ 69,032
Post Adjustment	\$ 20,459	\$ 19,052
Total Salary	\$ 94,589	\$ 88,084

CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.

Interested applicants who are unable to submit an application online at www.opcw.org, due to technical problems, are requested to send an e-mail to Recruitment@opcw.org explaining the problem.

Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted. Applications from qualified female candidates are strongly encouraged.

December 2016/mb