

### 3. Associate Programme Officer, Assistance and Protection Branch (APB), International Cooperation and Assistance Division (ICA)

<b>I. Position Information</b>	
<p><b>Division / Office:</b> ICA</p> <p><b>Branch / Section:</b> APB</p> <p><b>JPO functional title:</b> Associate Programme Officer</p> <p><b>Reports to:</b> Head/APB</p>	<p><b>Grade Level: P2</b></p> <p><b>Duration and Type of Appointment:</b> One-year fixed-term appointment, possibility of renewal for an additional maximum period of one year, subject to satisfactory performance, recommendation by respective Division and donor state agreement</p>

<b>II. Job Purpose and Organisational Context</b>
<p><b>The Junior Professional Officer (JPO) Programme:</b></p> <p>The JPO Programme equips outstanding young leaders with the skills and experience required to advance the Organisation's goals and objectives. As a pathway into the world of International Public Sector professional employment, the programme offers young professionals excellent exposure to a multilateral organisation while providing a valuable entry point into the International Professional Environment.</p> <p>During their appointments, JPOs benefit from the guidance of experienced OPCW staff members and are actively involved in supporting Divisions with the attainment and progress of projects and initiatives aimed towards the achievement of the OPCWs overall goals.</p> <p><b>Job Purpose:</b></p> <p>The role of the Associate Programme Officer is mainly to support the development and coordination of an Assistance and Protection capacity building programme in a region to be determined. The Associate Programme Officer, under the guidance of the Branch Head and relevant Senior Programme Officer will contribute to the planning, design, implementation and reporting related to the programme. This JPO will also be exposed to the range of HQ-based activities of the Branch and Division, as well as the work of the Policy-Making Organs.</p> <p><b>Reporting structure and partners</b></p> <p>The Associate Programme Officer will report to the Head, Assistance and Protection Branch.</p>

### III. Supervision

**Title of Supervisor:** Head/APB

**Content and methodology of supervision:**

As part of the JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the appointment, with the purpose of gradually increasing the responsibilities of the JPO;
- Establishment of a work plan, with clear key performance indicators;
- Effective supervision through knowledge sharing and performance/development feedback throughout the appointment;
- Easy access to the supervisor;
- Participation in Division/Office/Branch/Section meetings to ensure integration and operational effectiveness;
- Guidance and advice in relation to learning and training opportunities within the field of expertise;
- Completion of the yearly OPCW Performance Management and Appraisal;

### III. Duties, Responsibilities and Output expectations

1) Provide support to staff members working on Assistance and Protection projects in the supported region;

2) Participate in the design and development of the annual workplan supporting the work in the target region;

3) Communicate with National Authorities and stakeholder agencies in the hosting States Parties, as well as those of the first responders and others applying for and/or participating in the supported projects;

4) Support the staff members in the preparation and conduct of specific events, falling under the projects in the region;

5) Support the staff members with the preparation of reporting on supported activities and follow-up with stakeholders to conduct a deeper analysis of the impact of activities and projects of the Branch;

6) Support APB staff in the monitoring and recording of Article X-related submissions of States Parties;

7) Support the Head of APB in monitoring the progress of the Regular Budget and various

voluntary contributes by maintaining, streamlining and analysing the data on a regular basis, and preparing reports for donors
8) Assist the Branch Staff in the preparation of various documents and reports for senior management of the Secretariat and for the PMOs; and
9) other tasks assigned by the Head of APB.

<b>IV. Values, Competencies and Selection Criteria</b>	<b>Description of Value / Competency</b>
<b>Core Values</b>	
<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Demonstrates the values of the OPCW in daily activities and behaviours</li> <li>• Acts without consideration of personal gain</li> <li>• Resists undue political pressure in decision-making</li> <li>• Does not abuse power or authority</li> <li>• Stands by decisions that are in the Organisation's interest, even if they are unpopular</li> <li>• Takes prompt action in cases of unprofessional or unethical behaviour</li> </ul>
<b>Professionalism</b>	<ul style="list-style-type: none"> <li>• Shows pride in work and in achievements</li> <li>• Demonstrates professional competence and mastery of subject matter</li> <li>• Is conscientious and efficient in meeting commitments, observing deadlines and achieving results</li> <li>• Is motivated by professional rather than personal concerns</li> <li>• Shows persistence when faced with difficult problems or challenges</li> <li>• Remains calm in stressful situations</li> </ul>
<b>Respect for Diversity/Gender Equality</b>	<ul style="list-style-type: none"> <li>• Works effectively with people from all backgrounds</li> <li>• Treats all people with dignity and respect</li> <li>• Treats men and women equally</li> <li>• Shows respect for and understanding of diverse points of view and demonstrates this</li> </ul>

	<p>understanding in daily work and decision-making</p> <ul style="list-style-type: none"> <li>• Examines own biases and behaviours to avoid stereotypical responses</li> <li>• Does not discriminate against any individual or group</li> </ul>
<b>Core Competencies</b>	
<p><i>Core Competency 1: 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</i></p>	
<p><i>Core Competency 2: 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.</i></p>	
<p><i>Core Competency 3: Ability to work effectively with peers, partners, and others who are not in their line of command, positively impacting business performance. Serves both internal and external clients, building sustainable relationships. Ability to drive for continuous improvement of results. Takes responsibility for the delivery of agreed results and monitors and maintains quality of work.</i></p>	

<b>V. Recruitment Qualifications</b>	
<b>Education:</b>	<p>An advanced university degree in a related field. Experience with drafting papers, analysis of information and facilitation of meetings.</p> <p>A first level university degree in a related field in combination with qualifying experience may be accepted in lieu of an advanced university degree.</p> <p>A minimum of one year of working experience in the field of programme management, political affairs or CBRN-related capacity development, preferably in government, multilateral or international organisations.</p>
<b>Experience:</b>	<p>Experience in the area of capacity building, programme management, public administration, or information management is desirable.</p>
<b>Language Requirements:</b>	<p>Working knowledge of English;</p>
<b>Other desirable education, languages and work experience:</b>	<p>Proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Teams, etc.</p>

## ***VI. Training and Learning***

The JPO will benefit from the following specific training and learning modalities/opportunities in the receiving office :

1. Become familiar, on high level, with the project management approaches to enhance capacities in coordinating with OPCW Member States and partner agencies.
2. Become familiar with the APB programme and activities and capacity building methodologies to promote the Convention.
3. Participate in development and implementation of projects, procedures and guidelines related to Article X of the Convention.

## ***VII. Background Information***

### **Information on the receiving Division/Office/Branch:**

The Assistance and Protection Branch is responsible for assisting the Member States in implementing the Article X of the Chemical Weapons Convention. It is a Branch of the International Cooperation and Assistance Division of the OPCW. The International Cooperation and Assistance Division serves as international provider and platform for providing specialised and technical assistance in support of States Parties efforts to meet their obligations under the Convention through a portfolio of wide range of programmes and projects. These capacity building programmes are aimed at contributing to build and enhance States Parties capacity to respond to the emergency created by chemical incidents, involving the use of chemical weapons, the misuse of toxic chemicals, or other such releases.

The Assistance and Protection Branch develops and runs a portfolio of capacity building projects aimed at enhancing the national programmes for protective purposes related to use of chemical weapons or misuse of toxic chemicals.

These programmes promote the dissemination and sharing of best practices in the field of chemical emergency response and are focused on the first responders and emergency management personnel of OPCW States Parties. The Branch also offers a wide range of specialised training covering advanced topics to support the development of expertise in this field.