

## 2. International Cooperation and Assistance Branch, International Cooperation and Assistance Division

I. Position Information	
<b>Division / Office:</b> _ICA	<b>Grade: P2</b>  <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
<b>Branch / Section:</b> IPB	
<b>JPO functional title:</b> JPO – Associate <b>Legal Officer</b>	
<b>Reports to:</b> HIPB	

II. Purpose of the JPO and Organisational Context
<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>Full and effective implementation by States of the provisions of Article VII of the Convention is one of the Core Objectives of the OPCW as outlined in the Medium-Term Plan for the period from 2017 to 2021. To achieve this, the Implementation Support Branch (IPB) implements a number of activities</p>

aimed at having all States Parties develop and adopt legislation on the CWC covering all the initial measures required under the Convention. In this connection, IPB prepares the annual reports on the implementation status of Article VII, manages the database on national implementing laws on the CWC as well as implements a number of capacity building activities to provide legislative support to States Parties to fulfil the requirements.

In the field of chemical security, the mandate and role of the OPCW is grounded in several provisions of the Convention, which is also elaborated by the policy-making organs of the OPCW in various decisions. A number of States Parties have adopted and are already implementing laws and regulations on chemical security covering different thematic areas. As chemical industries and trade in chemicals continue to grow, an increasing number of States Parties are also recognizing the need to adopt appropriate chemical security measures or enhance their existing legal regimes. However, a gap still exists with respect to international guidance on appropriate chemical security legal and regulatory measures and standards.

To address this, IPB has been conducting technical workshops sharing of best practices in the development of legislative and regulatory framework on chemical security in the context of the CWC's national implementation, as well as collaborating and participating in the relevant initiatives with different partners in this effort. It is expected that the process will lead to the clear identification of chemical security related capacity building requirements of States Parties as well as assistance tools and mechanisms that the TS may be required to develop and provide to meet these requirements. With such developments, it is foreseen that the IPB legal programme portfolio will evolve and expand further in the future. In addition to the on-going activities, chemical security is expected to constitute a core component in the IPB's legislative support programme, provisionally from 2021 onwards.

For IPB to effectively implement the programme, IPB would necessitate the deployment of an additional manpower, who will be dedicated specifically to the planning and implementation of the programme.

### **Reporting structure and partners**

The JPO shall report directly to the HIPB, and DICA as secondary supervisor. The JPO will work under direct supervision of the HIPB, and technical guidance of Programme Officer- Legal and interact closely with other staff in the IPB, ICA Branches as well as relevant Units/Divisions, States Parties and relevant partner organizations.

### III. Supervision

**Title of Supervisor:** Head, Implementation Support

**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 supervisors and technical guidance of Programme Officer - Legal, 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 immediate 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) Assist the Program Officer-Legal in the planning and implementation of the series of capacity and legislative support to States Parties related to chemical security, including, among others, legal workshops on drafting laws and regulations on chemical security (40%)

2) Implement legal support related activities, including two sessions of the Influential Visitors Program during the year (20%)

3) Assist in the preparation of the annual reports on the status of implementation of Article VII (15%)

4) Manage the database on national implementing laws on the CWC (15%)

5) Be involved and provide substantive contributions in the planning and implementation of IPB's various capacity building programmes and activities (10%)

IV. Values, Competencies and Selection Criteria	Description of Value / Competency For more comprehensive descriptions please see the Guide to OPCW Core Values and Competencies ( <a href="#">OPCW-S/IC/105</a> )
<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 understanding in daily work and decision-making</li> <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><b>Communication:</b> Ability to listen, 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.</p>	

<b>Teamwork:</b> 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.
<b>Planning and Organizing:</b> Ability to plan ahead and work in a systematic and organised way. Supports the organisation in meeting its deliverables through its employees.
<b>Client Orientation and Technical awareness:</b> 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.

<b>V. Recruitment Qualifications</b>	
<b>Education:</b>	<p>An advanced university degree in law.</p> <p>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.</p>
<b>Experience:</b>	<p>5. A minimum of two years of working experience in international law, and law related disciplines at national and international levels with an advanced university degree,</p> <p>Or</p> <p>A minimum of 4 years of working experience in the above areas with a first level university degree;</p> <p>6. Experience drafting legal texts in an International environment</p> <p>7. knowledge of the Chemical Weapons Convention or related international disarmament treaties</p> <p>8. Experience in planning and providing capacity building support and programmes.</p> <p><b>Please do not duplicate what has been covered in the responsibilities &amp; competency section.</b></p>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>Working knowledge of English, working knowledge of French and /or Spanish is an asset.</li> </ul>
<b>Other desirable education, languages and work experience:</b>	<ul style="list-style-type: none"> <li>Ability to communicate clearly and diplomatically as well as to conduct negotiations.</li> </ul>

## VI. Training and Learning

Please indicate any specific training opportunities it is envisaged to provide the JPO in the context and course of their role.

The JPO will benefit from the on-the-job training, and have the opportunity to conduct the assignments independently under close technical guidance and advice. S/he will learn and gain knowledge on the CWC implementation, especially the provisions and requirement under the Article VII for full and effective implementation. The JPO will also experience with various types of capacity building activities performed by the Implementation Support Branch.

## VII. Background Information

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

The International Cooperation and Assistance Division (ICA) 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 fostering the use of chemistry for peaceful purposes for the economic and technological development of the States Parties; facilitating the national implementation and responding and dealing with threats involving toxic chemicals.

The 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. The mandate is governed under the Article VII of the Convention.

Article VII of the Convention requires States Parties to adopt laws that prohibit individuals and companies from undertaking any activity prohibited by the Convention, such as making or using chemical weapons. They are also required to designate or establish a National Authority to serve as the national focal point for effective liaison with the Organisation and other States Parties. Effective implementation of the CWC has become even more important than before, in view of the new security risks and threats, in particular terrorism. The Branch is also responsible for monitoring, preparing and publishing Annual Reports on the Status of National Implementation of the CWC.

**Organisation chart:** Attach an up-to-date **organisation chart** of the office and indicate where the JPO would be assigned.

The JPO will work under direct supervision of the HIPB and Director of ICA as secondary supervisor. S/he will receive technical guidance and advice of the Programme Officer - Legal and interact closely with other staff in the IPB, ICA Branches as well as relevant Units/Divisions and States Parties.

The Implementation Support Branch (IPB) has 5 professional staff, 1 SSA and 3 general support staff, including interns.