



# ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

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## V A C A N C Y   N O T I C E

<b>Post Title:</b>	<b>Senior Analyst</b>	<b>Date:</b>	<b>7 November 2018</b>
<b>Post Level:</b>	<b>P-4</b>	<b>Closing Date:</b>	<b>6 December 2018</b>
<b>Vacancy Ref:</b>	<b>E-AT/SA/F0806/P-4/60/10-18</b>		
<b>Division:</b>	<b>Attribution Team</b>		
<b>Branch:</b>	<b>N/A</b>		

This fixed-term appointment is for a duration of up to one year and is subject to, as applicable, (a) a six-month probationary period, (b) the OPCW Staff Regulations and Interim Staff Rules, (c) the continuing need for the post, and (d) the availability of funding. The incumbent will have no expectation of renewal; and, in any case, 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.

<b>Principal Functions</b>	<b>Requirements</b>
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**Principal Functions**

At the Fourth Special Session of the Conference of States Parties (CSP) the CSP decided (C-SS-4/DEC.3) that the OPCW Secretariat shall put into place arrangements to identify the perpetrators of the use of chemical weapons in the Syrian Arab Republic. In furtherance of this decision an Attribution Team is being established which will undertake its activities in an impartial and objective manner.

Under the supervision of the Principal Analyst and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the incumbent performs the following duties:

- Participates in the review, processing, and analysis of information collected by the Team, regarding cases involving the use or likely use of chemical weapons.
- Collates, processes, and analyses multi-source information (including open source material) through the use of advanced programming and software tools and helps to identify information gaps and/or inconsistencies, to inform decisions relating to further investigative activities.
- Uses structured methodologies and techniques appropriate to the topic and assist with applying specialised subject matter expertise to guide efforts.
- Contributes to the development of investigation policies, guidelines, practices, and procedures for the conduct of the analytical work of the team and for further investigations.
- Provides reports on the evaluation, collation, analysis, and interpretation of information and data.
- As required, provides analysis of security situation and contributes to the planning and coordination of activities from a security perspective.
- Assists with developing products, including daily reports or summaries and formal or informal briefings.
- Participates in the investigative work of the Team as required.
- Performs other duties as required by the Principal Analyst.

**Requirements**

**Knowledge and skills:**

- Essential:**
- University degree in international law, criminal investigation, military science, forensic science, crime analysis, social/political science, or other related fields
  - A combination of a first-level university degree or diploma in advanced criminal investigation from a national police academy or law enforcement agency together with significant analytical experience and/or certifications in investigations (military, police, judicial/prosecutorial, federal/national intelligence agencies) may be accepted in lieu of the advanced university degree.

**Skills and Abilities (key competencies):**

- Strong analytical and conceptual skills in analysing and interpreting information and operational issues, formulating hypotheses, and proposing and implementing solutions.
- Ability to evaluate incoming intelligence and determine pertinent data that should be directed to the attention of the Team.
- Ability to coordinate, develop, draft, write, produce, revise, and ensure completeness of plans, reports, annexes, and associated appendices.
- Demonstrated ability to think strategically. Ability to challenge established thinking and consider alternative thinking.
- Experience in the use of software programs in research, data analysis and statistics.
- Familiarity with and experience in the use of various research methodologies and sources including digital sources.
- Ability to organise and draw sound conclusions and be able to re-evaluate initial conclusions on the basis of new information.
- Innovative and creative problem-solving skills. Demonstrates persistence when faced with difficult problems or challenges.
- Strong relationship management skills involving internal and external stakeholders at all levels, including senior management and governance, while maintaining operational independence.
- Proven ability to draft, develop and present concise reports on operational matters.
- Ability to work to tight deadlines and handle multiple concurrent conflicting activities assuring required results are achieved.
- Proven interpersonal and diplomatic skills; ability to establish and maintain effective working relations at all levels with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Ability to work to tight deadlines and with conflicting priorities.
- Meticulous and pays attention to detail in the compilation of work file records and reports.

**Experience:**

- Essential:**
- A minimum of 7 years' experience in investigation and investigative analysis work in areas such as international or national criminal investigations or intelligence.
  - Experience in analytical activities at the international level.
  - Knowledge of and experience with structured analysis methodologies.

	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience with or knowledge of in forensic analysis.</li> <li>• Experience in digital forensics (e.g. pictures, videos).</li> <li>• Experience in forensic institutes or law enforcement/security/intelligence organisations.</li> <li>• Experience with or knowledge of military operations in conflict zones.</li> <li>• Knowledge and understanding of multilateral disarmament issues.</li> </ul> <p><b>Languages:</b></p> <p>Fluency in English is essential. A good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.</p>
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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 **November 2018 rate of 34.3%**.

<b>Annual Salary (US dollars)</b>	\$71,332
<b>Post Adjustment</b>	\$24,467
<b>Total Salary</b>	\$95,799

**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](http://www.opcw.org), due to technical problems, are requested to send an e- mail to [Recruitment@opcw.org](mailto: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.

There are job advertisements and offers that falsely state that they are from the OPCW.

*October 2018/mag*