



# ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

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## VACANCY NOTICE

<b>Post Title:</b>	<b>Senior Investigator</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/SI/F0807/P-4/61/10-18</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>
<p>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.</p> <p>Under the supervision of the Principal Investigator and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the incumbent performs the following duties:</p> <ul style="list-style-type: none"> <li>• Participates in investigations being conducted by the AT.</li> <li>• Collects, screens, and handles information from all sources, including by undertaking travel to conduct investigations.</li> <li>• Takes responsibility for the development of leads and avenues of investigation and manage contacts with external persons including victims, witnesses and intermediaries.</li> <li>• Participates in the preparation and timely review of investigation plans.</li> <li>• Reviews analytical work products to determine further investigative actions.</li> <li>• Coordinates, as necessary, with governments, local and international non-governmental organizations and other agencies in the conduct of investigations to solicit information.</li> <li>• Collates evidence or other materials obtained during investigations, ensures the proper chain of custody of evidence or other materials and takes responsibility for ensuring the safe-keeping of all evidence, statements and other relevant materials.</li> <li>• Advises on investigation procedures and techniques to be used.</li> <li>• Assists in the drafting of reports, including investigative findings.</li> <li>• Implements systems and procedures to ensure that investigations are conducted professionally, efficiently, and effectively.</li> <li>• Provides expert advice on how to use existing international and national networks to support the Team.</li> <li>• Performs other duties as required by the Principal Investigator.</li> </ul>	<p><b>Knowledge and skills:</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• University degree in international law, criminal investigation, military science, forensic science, crime analysis, social/political science, or other related fields.</li> <li>• Diploma in advanced criminal investigation from a national police academy or law enforcement agency together with significant experience and/or certifications in investigations (military, police, judicial/prosecutorial, federal/national intelligence agencies) may be accepted in lieu of the university degree.</li> </ul> <p><b>Skills and Abilities (key competencies):</b></p> <ul style="list-style-type: none"> <li>• Proven ability in gathering information, data, and evidence, and interviewing suspects and witnesses.</li> <li>• Ability to challenge established thinking and be open-minded to consider alternative thinking.</li> <li>• Ability to postulate and identify a range of possible hypotheses as investigations progress.</li> <li>• Ability to organise and draw sound conclusions and be able to re-evaluate initial conclusions on the basis of new information.</li> <li>• Proposes a course of action or makes a recommendation based on all available information.</li> <li>• Innovative and creative problem-solving skills. Demonstrates persistence when faced with difficult problems or challenges.</li> <li>• Established use of various research methodologies and sources including open source material.</li> <li>• Ability to plan, work, and manage conflicting priorities.</li> <li>• Ability to draft/edit a variety of written reports, especially with respect to preparation of complex reports of investigations.</li> <li>• 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.</li> <li>• General understanding of the concepts and practices of Knowledge Management and their application to the relevant field.</li> </ul> <p><b>Experience:</b></p> <p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 7 years of progressively responsible experience at a senior level in complex investigations in areas such as international or national criminal investigations.</li> <li>• Experience in investigation activities at the international level.</li> <li>• Experience in gathering evidence and interviewing techniques for investigation purposes.</li> <li>• Knowledge and hands-on experience of theories, concepts, and approaches to information and fact collection methodologies.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Formal training and/or certification in law enforcement methodologies.</li> <li>• Experience with or knowledge of forensics.</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>

Fluency in English is essential. 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 **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*