

RESTRICTED

Naval Headquarters  
(Naval Secretariat)

LM

23.02.2626.101.35.002.22. 4632

JOB VACANCY AT ORGANIZATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Reference:

A. NHQ letter no 23.02.2626.101.35.002.22. 4631 dated 17 July 2022.

It is requested to publish the enclosed letter in BN website please.



TASNIM AHMED CHOWDHURY  
Commander BN  
For Naval Secretary

Ext 2027

17 July 2022

Enclosure:

A. Reference letter (with enclosures) - 03 (three) pages with softcopy.

To:

✓ DNIT

RESTRICTED

RESTRICTED

Naval Headquarters  
Naval Secretariat  
Banani, Dhaka 1213  
www.navy.mil.bd

Tel 9836141-9 ext 2027  
E-mail: ns@navy.mil.bd

02 Srabon 1429

23.02.2626.101.35.002.22. 4631


17 July 2022

JOB VACANCY AT ORGANIZATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Reference:

A. AFD ltr no 06.00.0000.019.48.045.22/Job Vac/2303 dt 04 July 2022 (NOTAL).

Notification regarding job vacancy for the post of 'Senior Verification Coordination Officer (P-4)' has been received vide letter at reference A. The details of the vacancy can be found in [https://jobs.opcw.org/job/job-senior-verification-coordination-officer-p-4\\_259.aspx](https://jobs.opcw.org/job/job-senior-verification-coordination-officer-p-4_259.aspx). Interested officers may apply directly through OPCW web link by 21 July 2022 and inform this secretariat if short listed.

  
TASNIM AHMED CHOWDHURY  
Commander BN  
For Naval Secretary

Enclosure:

A. Reference letter (with enclosures) - 02 (two) pages.

Distribution:

External:

Action:

All Concerned

Internal:

Action:

All Concerned

RESTRICTED

RESTRICTED

Bangladesh National Authority for Chemical  
Weapons Convention (BNACWC)  
Prime Minister's Office  
Armed Forces Division  
Civil and Military Relations Directorate  
Dhaka Cantonment

Telephone : 9834306 (Direct) Military: 4306  
Fax : 9834399  
E-Mail : bnacwc@bnacwcafd.gov.bd  
Website : www.bnacwcafd.gov.bd

06.00.0000.019.48.045.22/Job Vac/2303

04 July 2022

**JOB VACANCY AT ORGANIZATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW): SENIOR  
VERIFICATION COORDINATION OFFICER (P-4)**


Reference:

A. OPCW Job Vacancy for Director, Senior Verification Coordination Officer (P-4) (copy enclosed).

1. A notification regarding the job vacancy for 'Senior Verification Coordination Officer (P-4)' at OPCW was received (vide Reference A). The details of the vacancy are available on the web link: [https://jobs.opcw.org/job/job-senior-verification-coordination-officer-p-4\\_259.aspx](https://jobs.opcw.org/job/job-senior-verification-coordination-officer-p-4_259.aspx). Please note that, the last date for submission of the application to OPCW is 21 July 2022.

2. You are requested to circulate it to all concerned. Interested personnel can apply directly to OPCW by following the web link mentioned above. You are also requested to inform this office, if the candidates are short listed for the applied post.

3. Forwarded for your necessary action please.



KHALID IMTIAZ  
Lieutenant Colonel  
For Chairman, BNACWC

Enclosure:

1. Reference A - 02 (two) pages only.

Distribution: (Not according to seniority)

External:

Action:

Army Headquarters  
Military Secretary's Branch - By Fax/Email  
Dhaka Cantonment

RESTRICTED

Naval Headquarters  
Naval Secretariat  
Banani, Dhaka - 1213

- By Fax/Email

Air Headquarters  
Air Secretary's Branch  
Dhaka Cantonment

Chairman  
Bangladesh Chemical Industries Corporation (BCIC)  
BCIC Bhaban, 30-31 Dilkusha, Dhaka-1000

Internal:

Action:

Admin and Logistic Directorate

## Post: Senior Verification Coordination Officer P-4

### General Information

- **Contract Type:** Fixed-term Professional
- **Grade:** P4
- **Total Estimated monthly remuneration depending on post adjustment and family status:** USD 9.307
- **Closing Date:** 21/07/2022

### Responsibilities

#### Job Summary

Our Verification Division (VD) team is seeking a new team member! Are you a dedicated professional with a background in international treaty obligations or the technical (ideally chemical) industry? Are you equipped with experience in effective communication and negotiating? If your answers are yes, then you should apply.

In the Senior Verification Coordination Officer role, you will provide support to the Director of Verification through the implementation and development of verification activities and ensuring that the main objectives are met. Your responsibilities include coordination of the VD workflows to ensure that the deadlines are met; leading and supervising the planning of the Division budget and programmes of work. What is more, you will coordinate and lead the preparation of the reports on verification activities. You will be responsible for divisional knowledge management strategies.

#### Main Responsibilities

The main objective of your role is the overall coordination and coherence of the work of the Verification Division. You lead all aspects of composing consolidated verification input to other Divisions' requests. You will assist the Division in the budget management and the formulation of the classified and unclassified versions of the annual Verification Information Report in line with the Policy-Making Organs' requirements.

#### Qualifications and Experience

##### Education

**Essential:** You will need to have an advanced university degree in a relevant field, e.g.: international relations/studies, disarmament/military, law, natural science or engineering (ideally chemistry), management, business administration. Other subjects may be accepted provided the majority of work experience is highly relevant to the post. A first-level university degree in combination with qualifying experience (minimum 9 years) may be accepted in lieu of an 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.

**Desirable:** PRINCE2 or similar project management certification.



## Knowledge and Experience

- You will need to have at least 7 years of professional experience in a relevant field (or at least 9 years with only a first-level degree, or at least 13 years with equivalent or specialized training).
- Expert knowledge of analysis/review – primarily related to international treaty obligations or technical (ideally chemical) industry.
- Experience in effectively communicating and negotiating win-win outcomes to issues and influencing others including those more senior.
- Experience in managing budgets, including forecasting, monitoring spend and applying basic budget principles.
- Experience in managing structured projects.
- Experience in coordinating with others (often more senior staff members), in communicating effectively, and in coordinating /supporting colleagues who lead on implementation.

## Skills and Competencies

To succeed in this role you will need the following skills and competencies:

- Excellent strategic awareness and political acumen.
- Excellent analytical skills (e.g. quickly identifying the essence of a complex issue) and ability to initiate and implement necessary action that is proportionate to the issue at hand.
- Innovative and creative; ability to identify solutions and to deliver results including by working around obstacles and ensuring outputs are achieved on time Self-starting, ability to show initiative.
- Excellent communication skills – both oral and written – and excellent stakeholder management skills, including a strong ability to deliver results through others and to persuade those more senior. Ability to persuade, and communicate key issues clearly.
- Line management capability/willingness to develop the capability (direct experience is desirable but not essential).
- Ability to plan and identify risks and how to mitigate them.
- Excellent interpersonal skills: the ability to work in teams and in multi-cultural environments.
- Computer literate (MS Office applications).

## Languages

Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.