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Naval Headquarters
(Naval Secretariat)

LM

23.02.2626.101.35.002.22. 648

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

Reference:

A. NHQ letter no 23.02.2626.101.35.002.22. 647 dated 24 January 2022.

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


TAMMAM FAZAL
Lt Commander BN
For Naval Secretary

Ext 2027

24 January 2022

Enclosure:

A. Reference letter (with enclosures) - 05 (five) pages with softcopy.

To:

DNIT

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

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

10 Magh 1428

24 January 2022


23.02.2626.101.35.002.22: 647

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/2136 dt 22 January 2022 (NOTAL).

Notification regarding job vacancy for the post of 'Information Management Officer (P-3)' has been received vide letter at reference A. The details of the vacancy can be found in https://jobs.opcw.org/job/job-information-management-officer-p-3-_234.aspx. Interested officers may apply directly through OPCW web link by 07 February 2022 and inform this secretariat if short listed.


TAMMAM FAZAL
Lt Commander BN
For Naval Secretary

Enclosure:

A. Reference letter (with enclosures) - 04 (four) pages.

Distribution:

External:

Action:

All Concerned

Internal:

Action:

All Concerned

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

Telephone : 9834328 (Direct) Military: 4328
Fax : 9834399
E-Mail : bnacwc@bnacwcafd.gov.bd
Website : www.bnacwcafd.gov.bd

00.00.0000.019.48.045.22/Job Vac/2136

22 January 2022

JOB VACANCY AT ORGANIZATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW):
INFORMATION MANAGEMENT OFFICER (P-3)

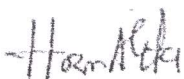
Reference:

A. OPCW Job Vacancy for Information Management Officer (P-3) (copy enclosed).

1. A notification regarding the job vacancy for 'Information Management Officer (P-3)' at OPCW was received (vide Reference A). The details of the vacancy are available on the web link: https://jobs.opcw.org/job/job-information-management-officer-p-3-_234.aspx. Please note that, the last date for submission of the application to OPCW is 07 February 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.


HOWA AKTER
Major
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

PC to Supdt

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Naval Headquarters
Naval Secretariat
Banani, Dhaka - 1213

Air Headquarters
Air Secretary's Branch
Dhaka Cantonment

National Defence College (NDC)
Mirpur Cantonment
Dhaka-1216

- By Fax/Email

Defence Service Command and Staff College (DSCSC)
Mirpur Cantonment
Dhaka-1216

Military Institute of Science and Technology (MIST)
Mirpur Cantonment
Dhaka-1216

Bangladesh Military Academy (BMA)
Bhatiary, Chattogram

Registrar
Dhaka University
Dhaka-1000

Internal:

Action:

Admin and Logistic Directorate

Post: Information Management Officer (P-3)

General Information

- Contract Type: Fixed-term Professional
- Grade: P3
- Total Estimated monthly remuneration depending on post adjustment and family status: USD 7242
- Closing Date: 07/02/2022

Responsibilities

Job Summary

The post "P3 Information Management Officer" is located in the Documents Registration and Archiving Section (DRA) which is within the Declarations Branch of the Verification Division. DRA provides information management (IM) support to preserving and managing documents arising from the OPCW verification related activities (routine and non-routine) and all other activities that involve classified information. Do you have experience in recordkeeping, digital archiving, or information management? Bring your expertise to contribute to making the world free of chemical weapons.

Main Responsibilities

The Information Management Officer (IMO) will be responsible for the duties listed under six main themes:

1. Control of registration and processing of all classified and verification-related documents and their availability either within electronic systems or in hard-copy.
2. Management of adherence to good records and archives management practices.
3. Operation assurance, business administration, and further development of the Electronic Content Management (ECM) System.
4. Research, development and maintenance of DRA's preservation programme for records in all formats.
5. Prepare, review, update procedures, guidelines, and forms required for strategic planning of work processes.
6. Other Duties, as required.

Qualifications and Experience

Education

You should have an advanced university degree in information management, archives or records management or a related field, preferably with a postgraduate specialisation. A relevant first-level university degree in combination with relevant training and qualifying experience (minimum seven years) may be accepted in lieu of an advanced university degree.

Knowledge and Experience

Essential:

Make sure you have at least 5 years of experience in the field of records and information management, preferably in an international or public organisation. Experience in implementing and administration of electronic content management (ECM) systems with a particular focus on records management components and the development of filing plans, retention and disposition schedules, and taxonomies.

Desirable:

Previous experience in quality assurance and data migration projects in the context of implementing an ECM system is desirable. Experience in the use of electronic data analysis tools. Experience in Quality Management implementation is desirable as is experience in working with digital archiving systems. Experience in project management. Knowledge of querying SQL databases. Experience working in highly confidential environments.

Skills and Competencies

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

- Core professional skills related to information and archives management
- Ability to organise, plan and implement work assignments, as well as manage competing demands. Uses time efficiently
- Foresees risks and allows for contingencies when planning. Uses critical thinking when analysing risks. Monitors and adjusts plans and actions as necessary
- Proven communication (verbal and written) skills, including ability to prepare reports to communicate complex concepts orally
- Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Advanced computer skills, knowhow in dealing with both structured and unstructured content
- Knowledge of workflow processes and document control practices in an electronic content management environment
- Problem-solving skills, including ability to identify and participate in the resolution of issues/problems
- Flexibility, tact, discretion and ability to work harmoniously in a multicultural environment
- Appreciation of the need to observe confidentiality in a highly-sensitive work area
- Knowledge of statistical methods and tools
- Commitment to continuous learning is essential.

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.