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

Reference:

A. AFD ltr no 06.00.0000.019.48.045.20/Job Vac/1689 dt 25 August 2020 (NOTAL).

Notification regarding job vacancy for the post of "**Senior Evaluator, Investigator and Quality Assurance 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-evaluator-investigator-and-quality-assurance-officer-p-4-125.aspx>. Interested officers may apply directly through OPCW web link by 16 September 2020 and inform this secretariat if short listed.



M MILON KHAN
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
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06.00.0000.019.48.045.20/Job Vac/1680

25 August 2020

JOB VACANCY AT ORGANIZATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW): SENIOR EVALUATOR, INVESTIGATOR AND QUALITY ASSURANCE OFFICER (P-4)

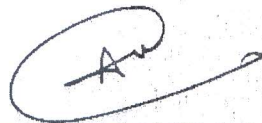
Reference:

A. OPCW Job Vacancy for Senior Evaluator, Investigator and Quality Assurance Officer (P-4) (copy enclosed).

1. A notification regarding the job vacancy for "Senior Evaluator, Investigator and Quality Assurance Officer (P-4)" at OPCW was received vide reference A. The detail of the vacancy is available on the web link: <https://jobs.opcw.org/job/job-senior-evaluator-investigator-and-quality-assurance-officer-p-4-125.aspx>. Please note that, the last date for submission of the application to OPCW is **16 September 2020**.

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 information and necessary action please.


ABU TAREQ MOHAMMAD RASHED
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
Dhaka Cantonment
Dhaka-1206

-By Email

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✓ Naval Headquarters
Naval Secretariat
Banani, Dhaka - 1213

Air Headquarters
Air Secretary's Branch
Dhaka Cantonment

Secretary
Ministry of Finance
Bangladesh Secretariat, Dhaka

Inspector General of Police
Bangladesh Police
Police Headquarters
6, Phoenix Road, Fulbaria
Dhaka-1000

Director General
Fire Service and Civil Defence Directorate
Kazi Alauddin Road, Dhaka-1000

Internal:

Action:

Administrative and Logistic Directorate

-By Email

SENIOR EVALUATOR, INVESTIGATOR AND QUALITY ASSURANCE OFFICER (P-4)

1. General Information.

- a. **Contract Type:** Fixed-term Professional
- b. **Grade:** P4
- c. **Total Salary (including post adjustment):** USD 101,452
- d. **Closing date:** 16/09/2020

2. Responsibilities.

a. **Job Summary.** OPCW is looking for a dedicated professional who will collaborate in establish investigative plans for investigations related to potential breaches of the Code of Conduct and its related policies; additionally, the incumbent of this post will lead evaluations on the economy, efficiency, effectiveness and impact of the OPCW policies, programmes, activities, and projects develop a draft evaluation work programme on an annual basis using a risk assessment methodology, taking into account request made and concerns expressed by OPCW Management and Member States.

b. **Main Responsibilities.** The incumbent is responsible for the following:

- (1) Lead evaluations on the economy, efficiency, effectiveness and impact of the OPCW policies, programmes, activities, and project developing a draft evaluation work programme on an annual basis using a risk assessment methodology, taking into account request made and concerns expressed by OPCW Management and Member States. To submit these evaluations to the Director, OIO, as contribution to the Annual Work Programme of the Division.
- (2) Lead the Senior Evaluations assistant in performing evaluation assignments as contained in the Annual Work Programme of the OIO, indicating the general objectives, scope and methodologies for each specific evaluation assignment.
- (3) Report on evaluation assignments carried out, preparing and reviewing draft reports and recommendations to be approved by the Director, OIO.
- (4) Collaborate in the development of terms of reference and lead in establishing investigative plans for investigations related to potential breaches of the Code of Conduct and its related policies.
- (5) Priorities plan and implement investigative work in consultation with Director, OIO.
- (6) Lead or function as a team member, as required by the Director, OIO, of investigation teams which may include contracted specialists, to conduct fraud, corruption, conflict of interest, harassment and other type of investigations related to potential breaches of the Code of Conduct and its related policies.
- (7) Serving as an OIO single contact point with RvA (The Dutch Accreditation Council) for ISO accreditation granted to the OPCW.

3. **Qualifications and Experience.**

a. **Education.** The educational qualifications required for this position: An advance university degree in Auditing, Accounting, Forensic Accounting, Finance, Economics or Business Administration or related area. A first level university degree in similar specialties as noted above, in combination with qualifying experience (minimum 9 years) may be accepted in lieu of the advanced university degree.

b. **Knowledge and Experience.**

- (1) Minimum 7 years of relevant experience in internal audit or investigations teams, including evaluations, at national or international organisations (public or private) with an advanced degree or 9 years with a first level degree.
- (2) Experience in working with or implementing quality management methodologies.
- (3) Experience in leading and supervising teams in an auditing or investigative environment.

4. **Skills and Competencies.**

- (1) Demonstrates integrity by modeling the OPCW's values and ethical standards.
- (2) Promotes the vision, mission and strategic goals of the OPCW UN.
- (3) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- (4) Leadership of all tasks assigned.

5. **Functional competencies.**

- a. Displays knowledge and understanding of principles and methodologies governing forensic audit and evaluation exercises within an international environment.
- b. Has well developed cognitive ability and is able to learn material rapidly and accurately. Building upon this to be able to research data, assimilate this, problem solve and reach significant conclusions in relation to the work of the Office.
- c. Displays strong organisational and time management skills enabling the completion of projects and work to required standards, and understands the importance of adhering to strict deadlines.
- d. Shows excellent interpersonal skills and ability to interact with colleagues in other departments at all levels of the Organisation with the aim of establishing collaborative and productive working relationships.
- e. Proven negotiation skills and demonstrates a high level of resilience, and an ability to defend observations made and recommendations given, even when they differ with others.
- f. Displays flexibility, adaptability and the capacity to work under pressure of high volume and under tight deadlines.

6. **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.