

## Post: Director, External Relations (D-2)

### General Information

- **Contract Type:** Fixed-term Director
- **Grade:** D2
- **Total Salary (including post adjustment):** USD 169,408
- **Closing Date:** 31/05/2021

### Responsibilities

#### Job Summary

Director, External Relations is the liaison and adviser on all OPCW related external relations activities. This includes external relations with our Member States, other International Organisations, NGO's and the media. Director need to be following the latest political developments in our Member States in relation to our mandate, promote and leverage working with other UN agencies, and ensure a robust and smooth media strategy to promote the work of the Convention.

#### Main Responsibilities

As the Director, External Relations you will be responsible for the following:

- Organise and supervise the research and analysis of political developments in Member States and non-Member States, and follow closely political developments and major events, and through analysis of this information, identify major trends in the area of international relations and their impact on disarmament, the goal of universal adherence to the Chemical Weapons Convention in particular, and provide advice on external relations policy and action to the Organisation.
- Provide guidance to, and supervises the planning and implementation of, programmes promoting universal adherence to and understanding of the Convention, including seminars and workshops, participation support projects, and other approaches for the purpose of generating interest in OPCW activities by those countries which have difficulties in sustained involvement in OPCW matters.
- Manage the Organisation's contacts and explore and promote co-operation with the UN and its bodies and other international organisations and NGOs whose work is relevant to the aims and objectives of OPCW.
- Supervise and provides guidance in developing and implementing the media strategies and programmes aimed at raising the international profile of the Organisation and increasing awareness of the Convention through such means as press conferences, public visits, OPCW publications, including periodic publications and audio-visual items, and information kits on the OPCW, CD ROMs and films or videos on the OPCW.
- Supervise the implementation of the OPCW Media and Public Affairs Policy established by Member States by arranging, co-ordinating on and exercising the right of approval for public relations engagements by OPCW staff.

## Qualifications and Experience

### Education

An advanced university degree (Master's degree or equivalent degree) in International Relations, Public Science, International Law, Business Administration or a related field is required. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of an advanced university degree.

### Knowledge and Experience

A minimum of 15 years of progressively responsible experience in the field of diplomacy and external relations, a substantial part of which should be at the senior level in the private, public or diplomatic sector or in international organisations. Experience in multilateral negotiations and conferences and in dealing with the public and in handling and supervising protocol functions would be an asset.

### Skills and Competencies

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

- Extensive knowledge of the Chemical Weapons Convention;
- Profound knowledge of international security/multilateral disarmament issues;
- Effective leadership skills and ability to take responsibility of key organisational issues, including ability to think strategically and achieve results which are aligned with the larger picture of the organisation and its strategic goals;
- Demonstrated understanding and exhibited behaviour of Knowledge Management leadership principles;
- Well-developed diplomatic and policy skills, good judgement, and ability to communicate effectively both in writing and orally;
- Emotional intelligence, ability to work well in a fast-paced, iterative environment, open to changes in focus and direction;
- Ability to quickly establish rapport with different personalities and build and refine trusting and open partnerships with leaders and people across a diverse organisation;
- Proven record of building and managing teams and creating an enabling work environment with people of different cultural and national backgrounds, including ability to effectively supervise, mentor, train, develop and evaluate staff;
- Excellent and proven planning, organisation, coordination, negotiation and problem-solving skills.

### 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.