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17 Bhadra 1428

01 September 2021

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

Reference:

A. AFD ltr no 06.00.0000.019.48.045.21/Job Vac/1999 dt 31 August 2021 (NOTAL).

Notification regarding job vacancy for the post of “**Head,Accounts and Reporting (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-head-accounts-and-reporting-p-4-_197.aspx. Interested officers may apply directly through OPCW web link by 08 September 2021 and inform this secretariat if short listed.

7/21.
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

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

06.00.0000.019.48.045.21/Job Vac/ 1999

31 August 2021

**JOB VACANCY AT ORGANIZATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW): HEAD,
ACCOUNTS AND REPORTING (P-4)**

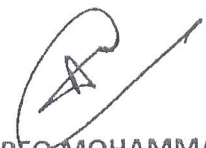
Reference:

A. OPCW Job Vacancy for Head, Accounts and Reporting (P-4) (copy enclosed).

1. A notification regarding the job vacancy for "Head, Accounts and Reporting (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-head-accounts-and-reporting-p-4-_197.aspx. Please note that, the last date for submission of the application to OPCW is **08 September 2021**.

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:

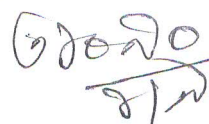
Action:

Senior Secretary
Finance Division, Ministry of Finance - By Fax/Email
Bangladesh Secretariat, Dhaka

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Secretary
Ministry of Commerce
Bangladesh Secretariat, Dhaka

Army Headquarters
Military Secretary's Branch
Dhaka Cantonment

✓ Naval Headquarters
Naval Secretariat
Banani, Dhaka - 1213

Air Headquarters
Air Secretary's Branch
Dhaka Cantonment

Bangladesh University of Professionals (BUP)
Mirpur Cantonment
Dhaka-1216

- By Fax/Email

General Manager
ACI Limited
245, Tejgaon Industrial Area, Dhaka-1208

General Manager
Beximco Pharmaceuticals Limited
126, Kathaldia, Auchpara, Tongi, Gazipur

Deputy General Manager
Human Resources
Square Pharmaceuticals Limited
48, Mohakhali Commercial Area, Dhaka-1212

General Manager
Eskayef Pharmaceutical Limited, Mirpur
2/C, North East, Darus Salam Rd, Dhaka 1216

Managing Director
Unilever Bangladesh Limited
ZN Tower, Plot# 2, Road # 8, Gulshan-1, Dhaka-1212

Internal:

Action:

Admin and Logistic Directorate

Post: Head, Accounts and Reporting (P-4)

General Information

- **Contract Type:** Fixed-term Professional
- **Grade:** P4
- **Total Salary (including post adjustment):** USD 111,695
- **Closing Date:** 08/09/2021

Job Summary

The duty of the Head of Accounts and Reporting is to organise, maintain and apply best practices in financial management within a sound internal control framework with integrity and transparency, providing effective and efficient financial/administrative support services and operations, including accounting and reporting, cash management, invoice and staff entitlement payments, and administration of the Provident Fund, in accordance with applicable Financial Regulations and Rules and directives.

Under the general direction of the Branch Head, the post holder will handle operational financial and accounting functions as well as supervising and guiding a team of accounting and financial management specialists.

Main Responsibilities

As the Head of Accounts and Reporting, your responsibilities will include the preparation of financial statements of the OPCW and the Provident Fund of the OPCW in accordance with IPSAS, including statements, schedules and annexes of the budgetary accounts, as well as other financial reports both on the assessed and extra-budgetary contributions of States Parties.

Are you equipped with experience in accountancy and/or financial audit within an international organisation?

Do you have an advanced University degree in Accounting, Finance, Public or Business Administration and hold a certification from an internationally recognised accounting body?

Are you knowledgeable on UN Procedures, International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standards (IFRS)?

Qualifications and

Experience

Education

Essential:

- Advanced University degree in Accounting, Finance, Public or Business Administration or related field. (A first degree with 9 years directly relevant experience may be considered in lieu of an advanced degree).

Essential Certification:

- Certification from an internationally recognised accounting body e.g. CPA, CA, ACCA etc.

Knowledge and Experience

Essential:

- At least 7 years of progressively responsible experience in accountancy and/or financial audit;
- Experience in an international organisation and in the application of international accounting standards;
- Knowledge of UN procedures, International Public Sector Accounting Standards (IPSAS) and International Financial Reporting Standard (IFRS).

Desirable:

- Extensive experience in, budgeting and financial management
- A mix of private sector and public sector work experience.

Skills and Competencies

- Expert knowledge of IPSAS and generally-accepted accounting principles;
- Excellent IT literacy in use of integrated accounting systems;
- Excellent judgement and integrity; genuinely interested in the business, agenda, and needs of others;
- Excellent managerial and leadership skills to manage and motivate teams, with demonstrated ability to follow up carefully and closely in a constructive and supportive manner ensuring both correct work, and support of the team relationships;
- Excellent inter-personal and communications skills with demonstrated ability to apply tact and accuracy and to present information clearly and logically both in writing and verbally; stimulate and motivate others while being aware of and responsive to their needs and concerns;
- Strong analytical, planning and organisational skills;
- Proven ability in establishing and maintaining effective working relationships with people of different national and cultural backgrounds;
- Customer service oriented approach;
- Demonstrated ability to multi-task, prioritise and work within deadlines;
- Ability to produce accurate and detailed work quickly, correctly, and efficiently under time pressure.

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.