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Senior Knowledge Management Officer (P-5)

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Post Level : P-5
 Vacancy Ref : E-ADM/SKMO/F0407/P-5/08/02-18
 Branch : Office of the Director (ADM)
 Division : Administration Division
 Date : 13 February 2018

Closing Date : 30 March 2018

This fixed-term appointment is for a duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.

Principal Functions

The Senior Knowledge Management Officer will play the leading role in the implementation and ongoing support of a framework for knowledge management (an organisation-wide approach to instill "ask-learn-share" behaviours) to accelerate the KM ambitions, improve knowledge retention within the organisation and with partners, and the planning and implementation of support for increased intra-divisional/inter-divisional cooperation.

Under the supervision of the Director of Administration, and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the incumbent performs the following duties:

- Build strategic awareness and promote cultural change in support of knowledge management:
Develop a culture that encourages "ask-learn-share" behaviours and energetically promote the utilisation of knowledge management processes, tools and systems across the organisation. Plan, guide and actively participate in internal communication and change management initiatives to realise the OPCW vision for knowledge management. Represent the knowledge management function to senior levels of management, and influence policy development to facilitate achievement of OPCW's goals in knowledge management. In support of this the Senior Knowledge Management Officer will be responsible for challenging current working practices and developing a matrix style approach to working across the more traditional divisional structures. This will involve active negotiation and persuasion at all levels in the organisation.
- Lead the implementation of knowledge management framework:
Based on strategic guidance from the Director-General, review existing practice and policy documents associated with Knowledge Management and implement a compatible framework (including plans, policies, guidelines and standards; roles, accountabilities, training and incentives, processes and procedures; tools and platforms; and governance) to support improved knowledge management within the organisation and with partners. Sustain and champion the organisational vision for knowledge management. The framework pivots around supporting OPCW's missions and its tenure-based staff policies, whilst focusing on increasing benefits from OPCW's strategic knowledge areas.
- Oversee maintenance and adjustments to framework:
Ensure that the knowledge management framework is effective, relevant and uses the organisation's resources efficiently, through ongoing management, negotiation with stakeholders for desired outcome and use of resources, monitoring and assessment, regular reporting and implementation of changes and enhancements as required, in line with OPCW's evolving strategic positioning in the landscape of global chemical weapons expertise.
- Plan, implement and support cooperation:
Plan, implement and support intra-organisational cooperation to facilitate the sharing of knowledge, lessons and good practices, particularly through OPCW's Communities of Practice.
- Coordinate knowledge networking:
Take a coordination role in OPCW's effort to build networks between OPCW and sources of global expertise in chemical weapons and facilitates networking between key OPCW staff and the worldwide expertise landscape. Promote and broker participation across organisational lines.
- Manage the KM function:
Oversee the work of the KM function of OPCW, including support and training those responsible for areas of knowledge in local units, including community leaders and moderators, mentors and coaches, and staff in general. Develop an annual work plan for the KM function; manage resourcing as appropriate; monitor compliance and provide support and guidance to ensure objectives are met. This entails performance planning, monitoring and appraisal.
- Perform other duties as assigned.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right is based on the February 2018 rate of 45.4%.

Requirements

Knowledge and Skills

Essential:
 Advanced university degree in a knowledge management-related discipline (e.g. business management, organisational learning, innovation, organisational psychology, organisational development, etc.) or advanced university degree in Social Sciences, Public Administration, International Relations or related field. Demonstrable qualifications in information structuring and supporting tools and techniques. A first level university degree in a related field in combination with qualifying experience (minimum 12 years) may be accepted in lieu of an advanced university degree.

Skills and Abilities (key competencies):

- Challenges the status quo, contributes and tries out innovative approaches and insights. Excellent inter-personal, persuasion, and communication skills, with demonstrated ability of engaging and informative formal public speaking.
- Demonstrated ability to consistently achieve high-level results, managing and delivering projects on-time with a sense of urgency for goal achievement. Solid organisation and planning skills.
- Leads by example, and creates and encourages a climate of teamwork and collaboration in a multi-cultural environment. Relationship building focused on achieving results.
- Has high-level leadership and supervisory skills; provides others with a clear direction, motivates and empowers others. Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent activities. Directive leadership to assure required results are achieved.
- Sets, develops and adapts organisational strategy and communicates a clear vision of the organisation's future potential in knowledge management.
- Quickly builds rapport with individuals and groups, which requires an outgoing, poised and persuasive communication style. Actively nurtures good relationships with people across all organisational levels and boundaries, as well as with government leaders and stakeholders - ensures a coherent organisational platform and framework for knowledge across OPCW.
- Listens without prejudice, is sensitive to minority viewpoints and speaks up where and when needed. Proven ability in establishing and maintaining effective working relationships with people of different national and cultural backgrounds.
- Negotiates effectively by logically generating and reviewing options.

Experience

With an advanced university degree, a minimum of ten years relevant work experience in knowledge management related areas, including several years of management and delivery experience.

Extensive knowledge of and experience with knowledge networking and/or organisational learning systems, application of analytical skills to problem solving and information and communication technologies relevant to KM. Proven ability to influence, persuade and mobilize agreement and action on complex issues. Track record in consistent application of KM methodologies and proficiency in delivering to-the-point reports. Substantial experience with coordination and cooperation in an international environment, preferably in engineering, military and/or diplomatic contexts.

Desirable:

Experience working with international organisations. The position requires a good understanding of OPCW, its mandate and activities.

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.

Annual Salary	\$85,543
Post Adjustment	\$38,836
Total Salary	\$124,379
Currency USD	

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Talent Development Officer (P-3)

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Post Level : P-3
 Vacancy Ref : E-ADM/HRB/TDO/FO148/P-3/9.01-18
 Branch : Human Resources Branch
 Division : Administration Division
 Date : 13 February 2018

Closing Date : 1 April 2018

This fixed-term appointment is for duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.

Principal Functions

Under the supervision and guidance of the Head, Talent Management (HTM) and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the incumbent performs the following duties:

A. Learning and Training

- Facilitate development of a learning culture at the OPCW, embedding learning and development in all aspects of its work
- Actively promote learning and development as an ethos to drive performance
- Explore and implement initiatives to enhance learning
- Manage the Learning & Development function on a daily basis
- Carry out an annual training needs analysis and contribute to the development of the organisation training plan to be approved each year
- Deliver cross-organisation training in HR competence areas
- Undertake a regular skills analysis to identify in-house skills and to identify skills gaps that exist. Develop programmes to fill these gaps
- Supervise to operation of the OPCW library

B. Leadership Development

- Lead organisational analysis & design effort linked to leadership capabilities
- Create an OPCW Leadership Framework and curriculum in order to facilitate and enhance common understanding of capabilities
- Diagnose Talent & Leadership Capability needs
- Stay abreast of latest developments in management, leadership and organisational development areas. Serve as expert and internal consultant regarding team effectiveness, change management, employee engagement and cultural transformation
- Develop and execute a leadership development strategy
- Maintain overall responsibility for the OPCW's leadership development strategy

C. Performance Management

- Establish and nurture a proactive and positive performance management culture
- Support the work of the performance management committee
- Manage the three formal checkpoints of the performance cycle: work plan and objective setting, mid-point review and end-year appraisal
- Manage Performance Management framework

D. General Management

- Manage staff within the Learning & Development team
 - Work with the HR Analytics officer to provide accurate assessment of the performance of the function using data driven reporting
- Undertake any other duties deemed appropriate to the post

Requirements

Knowledge and Skills

- Knowledge and skills:
 Education (Qualifications):
 Advanced university degree (Master's degree or equivalent), preferably in learning, training and development management, public or business administration, or a related area such as education or social science. A first level university degree in a related field in combination with qualifying experience (minimum 7 years) may be accepted in lieu of the advanced university degree. A relevant combination of technical qualifications and extensive professional experience (minimum 11 years) in talent management may also be accepted in lieu of the advanced university degree.
- Desirable:
 - Coaching and/or Training certification;
 - Project management certificate.

Skills and Abilities (key competencies):

- Understanding of adult learning, training concepts and practical application of training approaches;
- Deep talent management and project leadership experience
- experience leading bench-strength assessment and talent reviews,
- Working knowledge and practical experience of modern performance management techniques;
- Extensive experience with leadership assessment tools, coaching programs & techniques, leader-led development, action learning and experiential activities
- Proficiency in using MS software Strong analytical skills.
- Experience in designing, implementing and evaluating projects and programmes;
- Excellent organisational and coordination skills;
- Excellent communication skills, both oral and written. Ability to listen to others and take the ideas of others into consideration;
- First line supervision of staff including performance management responsibilities;
- Knowledge and practical experience of effective coaching and mentoring
- Up-to-date on state-of-the-art knowledge.
- Extensive network within talent management community,
- experience in developing partnerships with think tanks, private sector and research to identify and foster partnerships

Experience

Essential: A minimum of 5 years progressively responsible working experience in human resources management, several of which must be in the area of performance management, leadership development, staff development and training including and delivery, is required with advanced degree. 7 years of similar experience is required if only a first level degree is held. 11 years' experience is required in combination with technical training in lieu of a University degree. Experience in working for international organisations is required.

Desirable: Experience with staff development and learning programmes of international/global organisations as well as focus on Leadership development. Further, experience in project/programme performance management and development and administration would be an advantage

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.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the February 2018 rate of 45.4%

Annual Salary	\$59,151
Post Adjustment	\$26,854
Total Salary	\$86,005
Currency USD	

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Head, Disbursements (P-3)

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Post Level : P-3
 Vacancy Ref : E-ADM/BFB/HD/F0087/P-3/11/02-18
 Branch : Finance and Accounts
 Division : Administration Division
 Date : 22 February 2018

Closing Date : 24 March 2018 (7:00 AM)

This fixed-term appointment is for duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years. The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.

Principal Functions

Under the direct supervision of the Head, Budget and Finance and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the Head, Disbursements will have the following primary responsibilities:

1. Organise the disbursing activities of two functional work units: payroll & travel unit and suppliers and services unit

- Organises the section's activities and processes, assigns responsibility to the Senior Financial Operations Assistant and the appropriate unit supervisors, ensures that staff are equipped with the skills and knowledge necessary to perform their tasks accurately and efficiently;
- Leads and coaches staff to achieve the highest possible level of production through daily/weekly and individual/team consultation to plan and organise activities and allocate tasks so that every staff member is aware of their responsibilities in the process;
- Co-ordinates with the Accounts and Reporting Section to meet their planning requirements for maintaining accurate accounting records and for producing the relevant financial reports;
- Resolves issues encountered by disbursements staff and makes decisions to solve them, or contacts other offices to support their needs;
- Explains and provides guidance and clarification in the processing of disbursements in accordance with the relevant regulations, rules and directives to ensure that the disbursements staff are sufficiently trained in the examination of claims and the preparation of payment vouchers in accordance with the applicable guidelines;
- Work closely with Treasury Section to process vouchers on a timely basis to release funds by cut-off time

2. Ensure that disbursements comply with the relevant Financial Regulations, Rules and Directives.

- Acts as sole Approving Officer for payment of the OPCW budget, ensuring that compliance with the relevant Financial Regulations and Rules and Directives;
- Instructs and trains the staff members in the Section to ensure that the financial regulations and rules are well understood and applied and required internal controls exist

3. Advise on and participate in the implementation of integrated financial and accounting systems for the organisation.

- Acts as team leader to incorporate needs for the accounts payable, payroll, and other staff benefit into systems relevant to the work of the Section;
- Participates in activities relating to other modules which impact AP and Payroll as required

4. Assist the Head of Branch in various management tasks

- Drafts papers on post justification or appraisal report;
- Describes and develops financial procedures and policies in line with the financial regulations and rules, and directives;
- Provides information and inputs and draft responses to internal and external audit recommendations;
- Proposes recommendations on the improvement of internal control system;
- Advises the Head of Branch on administrative and financial matters.

5. Perform other duties as required.

Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the February 2018 rate of 45.4%.

Requirements

Knowledge and Skills

Education:

Essential: Advanced University degree in Accounting, Finance, Management Public or Business Administration or related field. A first level university degree in the same areas as above in combination with qualifying experience (minimum 7 years) may be accepted in lieu of the advanced university degree.

Skills and Abilities (key competencies):

- Ability to analyse operational and staffing issues, ensure attention to detail, identify priorities, formulate options, and propose and implement solutions in a complex business environment;
- Well-developed inter-personal and communication skills with ability to present information clearly and logically both in writing and verbally;
- Demonstrated leadership and management skills in a financial operations environment, including delegation of responsibility, motivation and direction of staff, and a commitment to effective performance feedback;
- Ability to act with discretion, confidentiality and tact in sensitive situations, as well as maintain effective working relationships with people of different cultural backgrounds;
- Proficiency in Microsoft desktop packages and sophisticated financial information systems, including payroll databases.

Experience

Essential:

- Minimum five years of progressive experience in accounts payable functions including payroll (at least two years include international operations) with advanced level degree and seven years with first level degree;
 - Extensive knowledge and experience in administering contemporary financial operations including payroll
 - Extensive experience and demonstrated success in leading contemporary accounts payable operations, attention to detail and accuracy;
 - Experience in revising methods/procedures, drafting directives and implementing technology supported improvements.
 - Experience with modern ERP financial systems, Payables and Payroll components.
 - Sound knowledge of International Public Sector Accounting Standards (IPAS)
- Desirable:
- Experience in planning and prioritising the resources and workload of small teams;
 - Experience in process review and implementation of improvements;
 - Experience working in organisations and/or UN Common System would be a strong asset.

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.

Annual Salary	\$59,151
Post Adjustment	\$26,854
Total Salary	\$86,005
Currency USD	

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