

RR.EE. (DIPESP/DES) CIRC. ORD. N° 419

OBJ. : Informa de vacantes en la Organización Internacional para la Prohibición de las Armas Químicas.

REF. : Fax Embachile Países Bajos N° 261 del 12.OCT.93.

SANTIAGO, 03 NOV. 1993

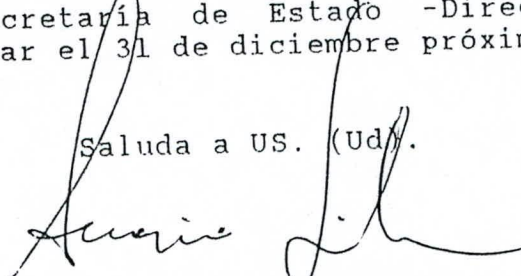
C I R C U L A R

1. Nuestra Embajada en los Países Bajos y Misión Permanente ante la Comisión Preparatoria de la Organización Internacional sobre la Prohibición del Desarrollo, la Producción, el Almacenamiento y el Empleo de Armas Químicas y sobre su Destrucción, con sede en La Haya, nos ha remitido una lista de vacantes de trabajo que esa Comisión debe llenar próximamente, con miras a la Organización que debería comenzar a funcionar definitivamente a fines de 1994. Estas vacantes deberán ser ocupadas según el calendario que para cada caso se señala en los documentos que se adjuntan.

2. Solicito a US (Ud.) tenga a bien disponer la divulgación de esta lista entre el estamento científico y profesional de su dependencia, con el objeto de promover el interés de la comunidad calificada para ocupar los cargos que se ofrecen en este nuevo organismo del sistema de las Naciones Unidas.

Las respuestas de las personas interesadas se necesitan conocer en esta Secretaría de Estado -Dirección de Política Especial- a más tardar el 31 de diciembre próximo.

Saluda a US. (Ud.).


SERGIO SILVA PIDERIT
Ministro Consejero
Director de Política Especial
Subrogante

DISTRIBUCION

1. SEGUN LISTADO ADJUNTO
2. RR.EE. (ARCHIGRAL)
3. RR.EE. (DIPESP/DES), arch.

LIST OF POSTS

No.	UNIT	POST TITLE	GRADE
2	VER	Technical Support Officer	P-5*
3	OES	Planning Officer	P-5*
4	ADM	Information System Chief	P-5 b
5	VER	Training Officer	P-4*
6	VER	Industry Officer	P-4 *
6	VER	Industry Officer	P-4 b
7	VER	Technical Support Officer	P-4*
8	VER	Declaration & Confidentiality Officer	P-4 b
9	VER	Chemical Weapons Officer	P-4 a
10	ADM	Finance Officer	P-3 b
11	ADM	Recruitment Officer	P-3*
12	VER	Technical Support Officer	P-3 b
13	LEG	Legal Officer	P-3*
14	OES	Documents Coordinator/Editor	P-3 b
15	VER	Training Officer	P-3 a

a: Already approved in 1993 Budget

*: Requested for late 1993

b: Requested for early 1994

ANNEX I

SALARY SCALES AND RELATED PROVISIONS

1. The Executive Secretary shall receive a salary of \$US 134,454 a year, subject to the staff assessment plan provided in Staff Regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, he shall receive the allowances that are available to staff generally.
2. Except as provided in paragraph 4 of the present annex, the salary scales for staff in the Director and Principal Officer category and in the Professional category shall be as shown in the present annex.
3. Subject to satisfactory service, salary increments within levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments to step XII of the Associate Officer level, steps XIV and XV of the Second Officer level, steps XIII, XIV and XV of the First Officer level, steps XI, XII and XIII of the Senior Officer level and above step IV of the Principal Officer level shall be preceded by two years at the previous step.
4. The Executive Secretary shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term service, to consultants, and to technical assistance experts.
5. The Executive Secretary shall fix the salary scales for staff in the General Service category and the salary or wage rates for manual workers, on the basis of scales as promulgated and periodically adjusted for the United Nations common system as applicable to The Hague. Consideration of cost-effectiveness and efficiency of administration shall serve as a general guidance in the implementation of the provisions of this paragraph.
6. No salary shall be paid to staff in respect of periods of unauthorised absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.
7. The Executive Secretary may adjust the basic salaries set forth in paragraphs 1 and 2 of the present annex by application of a post adjustment based on relative costs of living, standards of living and related factors at The Hague as compared to New York. Such post adjustments shall not be subject to staff assessments and shall be consistent with the amounts applied for the United Nations common system.

Salary scale for the Professional and higher categories showing annual gross salaries
and net equivalents after application of staff assessment
(in United States dollars)
Effective 1 March 1993

		S T E P S														
Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General USG	Gross	148,296														
	Net D	86,914														
	Net S	78,122														
Assistant Secretary-General ASG	Gross	134,454														
	Net D	79,716														
	Net S	72,087														
Director D-2	Gross	109,444	111,946	114,448	116,948	119,450	121,952									
	Net D	66,711	68,012	69,313	70,613	71,914	73,215									
	Net S	61,183	62,273	63,364	64,454	65,545	66,636									
Principal Officer D-1	Gross	96,315	98,417	100,529	102,667	104,810	106,952	109,094	111,237	113,377						
	Net D	59,847	60,961	62,075	63,187	64,301	65,415	66,529	67,643	68,756						
	Net S	55,304	56,308	57,296	58,228	59,162	60,096	61,030	61,964	62,897						
Senior Officer P-5	Gross	84,528	86,430	88,332	90,234	92,136	94,036	95,938	97,840	99,740	101,673	103,612	105,548	107,487		
	Net D	53,600	54,608	55,616	56,624	57,632	58,639	59,647	60,655	61,662	62,670	63,678	64,685	65,693		
	Net S	49,669	50,579	51,488	52,397	53,306	54,214	55,123	56,033	56,941	57,794	58,640	59,484	60,329		
First Officer P-4	Gross	69,020	70,843	72,661	74,480	76,302	78,120	79,941	81,794	83,649	85,502	87,355	89,213	91,066	92,921	94,775
	Net D	45,271	46,255	47,237	48,219	49,203	50,185	51,168	52,151	53,134	54,116	55,098	56,083	57,065	58,048	59,031
	Net S	42,103	43,000	43,894	44,789	45,686	46,580	47,476	48,363	49,249	50,135	51,021	51,909	52,795	53,681	54,567
Second Officer P-3	Gross	55,753	57,431	59,111	60,787	62,467	64,145	65,839	67,550	69,259	70,970	72,680	74,389	76,098	77,807	79,519
	Net D	38,014	38,937	39,861	40,783	41,707	42,630	43,553	44,477	45,400	46,324	47,247	48,170	49,093	50,016	50,940
	Net S	35,520	36,356	37,192	38,027	38,864	39,699	40,538	41,380	42,220	43,062	43,904	44,744	45,585	46,426	47,268
Associate Officer P-2	Gross	44,351	45,779	47,226	48,675	50,123	51,572	53,021	54,468	55,953	57,453	58,953	60,456			
	Net D	31,517	32,344	33,169	33,995	34,820	35,646	36,472	37,297	38,124	38,949	39,774	40,601			
	Net S	29,603	30,359	31,110	31,862	32,614	33,366	34,118	34,869	35,620	36,367	37,114	37,862			
Assistant Officer P-1	Gross	33,277	34,580	35,910	37,256	38,600	39,944	41,292	42,636	43,980	45,337					
	Net D	24,949	25,744	26,537	27,331	28,124	28,917	29,712	30,505	31,298	32,092					
	Net S	23,565	24,299	25,028	25,758	26,486	27,215	27,945	28,674	29,402	30,130					

D = Rate applicable to staff members with a dependent spouse or child.
 S = Rate applicable to staff members with no dependent spouse or child.
 * = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

Division: Verification Division
Post Title: Technical Support Officer **Grade:** P5

Principal Functions

Under the supervision of the Head of Division the incumbent will:

- (a) direct the work of the Branch;
- (b) assume primary responsibility for support by the Provisional Technical Secretariat (PTS) to the work of the Commission in the following areas:
 - (i) the development of analytical institutions and procedures for verification of compliance with the Chemical Weapons Convention (CWC). This will involve primarily the development of the OPCW laboratory - in particular the determination of standards for analysis, analytical requirements, equipment specifications and personnel requirements - and definition of the role to be assigned to associated regional laboratories.
 - (ii) oversight of the development of appropriate Quality Assurance and Quality Control (QA/QC) procedures, development of the OPCW analytical database and criteria for the accreditation of designated laboratories.
 - (iii) using procedures developed by the Expert Groups, the determination of specific types of equipment necessary for the effective implementation of the CWC; oversight of procurement of equipment; development of procedures for calibration and use of inspection equipment in accordance with the provision of the CWC. Development of storage requirements for OPCW inspection and analytical equipment.
 - (iv) development of sampling procedures to support the monitoring of CW storage sites, CW destruction and the conversion/destruction of CW production facilities.
- (c) assist in the development of procedures for the training of analysts and inspectors in concert with other PTS Branch Heads;
- (d) provide advice to senior officials of the PTS on the above issues;
- (e) undertake other duties as directed;

Basic Requirements

- (a) advanced degree in science or engineering;
- (b) considerable practical experience in the field of instrumentation and/or equipment specification;
- (c) considerable managerial experience either as head of a research institution or university department or as head of a major division in a large research institution;
- (d) Fluency in English; working knowledge of other Commission languages desirable.

Job Description

Division: Office of the Executive Secretary

Post Title: Planning Officer

Grade: P-5

Principal Functions

Under the supervision of the Executive Secretary/Deputy Executive Secretary, the incumbent will:

- (a) analyse the entire corpus of work to be carried out by the Commission during the time of its existence;
- (b) determine interactions between and among the various units of the organisation;
- (c) prepare documents identifying short and medium term targets;
- (d) set time blocks for the execution of tasks;
- (e) monitor progress and highlight potential problems for solutions.

Basic Requirements

- (a) Advanced university degree in Administration or Management;
- (b) At least ten (10) years of relevant practical experience in government, industry or commerce;
- (c) Experience of multilateral United Nations organisations or similar organisation;
- (d) Fluency in English; working knowledge of other Commission languages desirable.

Job Description

Division: Administration Division
Post Title : Information Systems Chief **Grade:** P-5

Principal Functions

Under the supervision of the Head of Division, the incumbent will:

- (a) translate the internal and external information needs of the OPCW into a concept for an information management system (IMS) that serves the Organisation for this purpose;
- (b) supervise the technical development and implementation of the OPCW IMS;
- (c) supervise the development and implementation of security measures within the system;
- (d) initiate and supervise the development of applications within the system;
- (e) coordinate the adjustment of the organisational structure to the presence of the system;
- (f) supervise the integration of various national systems into the OPCW IMS;
- (g) supervise the development of a communication interface for the OPCW with State Parties;
- (h) act as project manager for the realisation of an operational IMS at entry into force of the OPCW.

Basic Requirements

- (a) Advanced university degree in Business Administration or Management with concentration in Management Information System;
- (b) Practical experience (10 years) in the development, integration and operation of large UNIX and PC-LAN based systems in corporations and organisations;
- (c) Practical experience with modern GUI based development tools;
- (d) Practical experience with network security and computer security related questions;
- (e) High analytical, communicative, verbal and linguistic skills;
- (f) Fluency in English; working knowledge of other Commission languages desirable.

Job Description

Division: Verification Division
Post Title : Training Officer Grade: P-4

Principal Functions

Under the supervision of the Head of the Training Branch, the incumbent will:

- (a) contribute to the establishment/definition of a training policy in accordance with the specifications developed by relevant Experts Groups regarding Inspector qualifications and specialised training requirements;
- (b) identify training needs of inspector candidates, in accordance with the detailed procedures devised by relevant Groups of Experts;
- (c) identify, assess and select training institutions suitable to the needs of the future inspectorate;
- (d) liaise with Member States at a high level on the co-ordination of national inputs in the PTS training programmes;
- (e) organise training schedules and allocation of trainees;
- (f) monitor the adequacy and quality of the training programmes.

Basic Requirements

- (a) Sufficient technical knowledge (advanced degree level in relevant scientific discipline);
- (b) At least eight (8) years experience in the field of Human Resources Management;
- (c) Previous experience in organising training in a medium or large technical organisation (government research centre, industrial company, Armed Forces, etc.)
- (d) Fluency in English; working knowledge of other Commission languages is desirable.

Job Description

Division: Verification Division
Post Title : Industry Officer **Grade:** P-4

Principal Functions

Under the direction of the Head of the Industry Operations Branch the incumbent will:

- (a) contribute to the Inspectorate planning by drafting, testing, and updating, as required the industry inspection manuals for both batch and continuous facilities;
- (b) manage the determination and updating of the potential inspection site lists;
- (c) compile and analyse the available national process safety, industrial hygiene, and plant safety rules/guidelines to provide background for the OPCW safety manual;
- (d) support Experts Groups meetings with administrative and technological contributions;
- (e) support the Personnel Branch with assistance in preparing job descriptions, dossier screening, and interviews of potential Inspectorate candidates; and
- (f) support the Training Branch with training materials and technical advice to insure the adequacy and quality of training for the chemical, professional complement of the Inspectorate;
- (g) carry out other duties as directed.

Basic Requirements

- (a) Advanced degree which includes a major in a physical science or technology.
- (b) At least eight (8) years overall experience involving industrial chemistry or chemical engineering.
- (c) Chemical plant operations and/or inspection experience.
- (d) Fluency in English; working knowledge of other Commission languages desirable.

Job Description

Division: Verification Division
Post Title : Technical Support Officer **Grade:** P-4

Principal Functions

Under the supervision of the Head of the Technical Support Branch, the incumbent will:

- (a) contribute to the establishment/definition of the OPCW laboratory;
- (b) assume prime responsibility for the development of the OPCW Quality Assurance and Quality Control (QA/QC) programme;
- (c) assemble procedures for the accreditation of designated laboratories;
- (d) responsible for assembling the OPCW analytical compound data base;
- (e) responsible for relations with ICAO and IATA and for finalising procedures for the transport by air of chemical samples;
- (f) act as Secretary to the appropriate Experts Group(s)

Basic Requirements

- (a) Sufficient technical knowledge (advanced degree level in relevant scientific discipline or its equivalent);
- (b) At least eight (8) years experience in the field of analytical chemistry or advanced instrumentation;
- (c) Fluency in English; working knowledge of other Commission languages desirable.

Job Description

Division: Verification Division
Post Title : Declaration and Confidentiality Officer Grade: P-4

Principal Functions

Under the direction of the Head of the Declarations and Confidentiality Branch the incumbent will:

- (a) In the area of declarations:
 - (i) work with a number of trial declaration exercises;
 - (ii) assist with the refinement of declaration formats based on experience acquired from such exercises;
 - (iii) assist with the preparation of software which will increase the efficiency of processing declarations submitted in electronically compiled declaration formats; and
 - (iv) compile guidelines for the completion of declarations for the assistance of Member States.
- (b) In the area of confidentiality
 - (i) provide support services to relevant Experts Groups tasked, *inter alia*, with developing the necessary procedures to be followed in case of breaches or alleged breaches of confidential information;
 - (ii) develop internal rules and procedures to secure confidential information held by the Technical secretariat;
 - (iii) assist Personnel Branch with the development of conditions of staff employment, staff regulations with regard to confidentiality and the preparation of formal job descriptions for each position in the PTS/TS which specifies the degree of access to confidential information; and
 - (iv) assist the Industry Operations and Chemical Weapons Branches to develop clearance procedures of confidential information and to compile on-site inspection manuals in relation to treatment of confidential information.
- (c) Act as Secretary to the appropriate Expert Group(s)
- (d) Perform other duties as directed.

Basic Requirements

- (a) Advanced degree which includes a major in a physical or information sciences or technology.
- (b) At least eight (8) years overall experience in the information or the chemical industries.
- (c) Fluency in English; working knowledge of other Commission language is desirable.

Job Description

Division: Verification Division
Post Title : Chemical Weapons Officer **Grade:** P-4

Principal Functions

Under the supervision of the Head of the Technical Support Branch of the Provisional Technical Secretariat (PTS), the incumbent will:

- (a) contribute to the development of the inspection manual for CW-related facilities;
- (b) contribute to the development of confidentiality procedures for the handling of declarations and inspection reports for CW-related facilities;
- (c) assist with the establishment of the PTS/TS comprehensive database on CW-related facilities and activities;
- (d) assist with the training of inspector candidates and PTS staff members in the area of chemical weapons, in accordance with the detailed procedures devised by relevant Groups of Experts;
- (e) act as Secretary to the appropriate Expert Group(s).

Basic Requirements

- (a) Sufficient technical knowledge (advanced degree level in relevant scientific discipline or its equivalent);
- (b) Extensive experience in the field of chemical weapons;
- (c) Fluency in English; working knowledge of other Commission languages, in particular Russian, is desirable.

Job Description

Division: Administration Division

Post Title: Finance Officer

Grade: P-3

Principle Functions:

Under the supervision of the Head of the Budget and Finance Branch, the incumbent will:

- (a) assist in the preparation of the draft Programme Budget of the Organisation as well as budgets and income estimates of voluntary funds;
- (b) monitor financial performance against current budgets and periodically report thereon;
- (c) follow-up on the collection of assessed contributions from Member States and periodically report thereon;
- (d) administer the treasury and cash management function in respect of all funds of the Organisation;
- (e) act as alternate approving officer.

Basic Requirements

- (a) First university degree in Business Administration with specialisation in finance/accounting or equivalent;
- (b) At least five (5) years of relevant practical experience, preferably with United Nations or similar international organisations;
- (c) Some hands-on experience with computer programmes, preferably Word for Windows and Lotus Notes, is desirable;
- (d) Fluency in English; working knowledge of other Commission languages desirable.

Job Description

Division: Administration Division

Post Title: Recruitment Officer

Grade: P-3

Principal Functions

Under the supervision of the Personnel Officer of the Provisional Technical Secretariat (PTS), the incumbent will:

- (a) prepare and review the recruitment planning for the PTS and the OPCW Inspectorate;
- (b) handle recruitment procedures for the professional and higher categories including specialised technical personnel;
- (c) review applications and make initial determination of the suitability of candidates for various units of the Secretariat and the Inspectorate;
- (d) organise language tests and interview of candidates.

Basic Requirements

- (a) A university degree in Human Resources Management, Business Administration or Public Administration;
- (b) At least five (5) years of relevant practical experience;
- (c) Fluency in English; working knowledge of other Commission languages is desirable;
- (d) Some hands-on experience with computer programmes (Word for Windows and Lotus Notes) is also desirable.

Job Description

Division: Verification Division
Post Title : Technical Support Officer **Grade:** P-3

Principal Functions

Under the supervision of the Head of the Technical Support Branch of the Provisional Technical Secretariat (PTS), the incumbent will:

- (a) contribute to the establishment of the OPCW Equipment Store;
- (b) develop procedures for the maintenance and calibration of inspection and analytical equipment
- (c) assume prime responsibility for the procurement of equipment for the OPCW laboratory and for inspections;
- (d) assist with training relevant PTS/TS staff in sampling procedures, use and field maintenance of inspection equipment;
- (e) act as Secretary for the appropriate Experts Group(s).

Basic Requirements

- (a) Appropriate technical knowledge (at least first degree level in relevant scientific discipline or its equivalent);
- (b) At least five (5) years experience in the maintenance storage and calibration of advanced instrumentation and equipment;
- (c) Experience in the drafting of specifications for the procurement of equipment and instrumentation. Experience in UN tendering and procurement procedures would be an advantage.
- (d) Fluency in English; working knowledge of other Commission languages desirable.

Job Description

Division: Legal Division

Post Title: Legal Officer

Grade: P-3

Principal Functions

Under the supervision of the Legal Adviser the incumbent will handle cases involving legal aspects related to the seat of the Preparatory Commission. In this connection, the incumbent will:

- (a) contribute to the implementation of the Staff and Financial Regulations as well as to the elaboration of the Staff Rules and Financial Rules;
- (b) participate in the elaboration of the Staff and Financial Regulations of the OPCW;
- (c) participate in the negotiation of the contracts with juridical or natural persons relevant to the work of the Preparatory Commission;
- (d) oversee implementation of the existing contracts between the Secretariat and legal entities, for example, leases for conference facilities, and legal issues arising in connection with group health insurance contracts and liability insurance contracts, etc.;
- (e) oversee implementation of the Dutch bid in the charge of the Foundation OPCW on the OPCW building and legal issues arising from contracts with the sole supplier for equipment and furnishings;
- (f) draft legal instruments relevant to the work of the Preparatory Commission.

Basic Requirements

- (a) University degree in Law and related sciences with comprehensive knowledge of Dutch law, contracts, drafting legal instruments, and Dutch constitutional law. Good knowledge of public and private international law.
- (b) Five or more years experience in common law, including both procedural and substantive issues.
- (c) Fluency in English and Dutch required. Knowledge of another official language of the Preparatory Commission desirable.

Job Description

Division: Office of the Executive Secretary

Post Title : Documents Coordinator/Editor

Grade: P-3

Principal Functions

Under the supervision of the Executive Secretary/Deputy Executive Secretary, the incumbent will:

- (a) be responsible for the development of an in-house style and stylistic consistency of all documents produced in English;
- (b) advise all staff members on the approach to follow in the processing of documentation for the Commission;
- (c) edit all documents including the synthesis and the compilation of actions from reports generated at the plenary and lower level meetings;
- (d) coordinate the physical preparation of documents in collaboration with Conference Services;
- (e) coordinate the production of Commission documents by all Divisions of the Secretariat.

Basic Requirements

- (a) A strong academic background in English Language, Linguistics, or both;
- (b) Fluency in English; working knowledge of other Commission languages desirable.
- (c) At least five (5) years experience of English language editing;
- (d) Experience of a complex international organisational environment;
- (e) Some hands-on experience with computer programmes, preferably Word for Windows and Lotus Notes, is desirable;
- (f) Strong interpersonal skills.

Job Description

Division: Verification Division

Post Title : Training Officer **Grade:** P-3

Principal Functions

Under the supervision of the Head of the Training Branch of the Provisional Technical Secretariat (PTS), the incumbent will:

- (a) assist with the establishment/definition of a training policy in accordance with the specifications developed by relevant Experts Groups regarding Inspector qualifications and specialised training requirements;
- (b) assist with the identification of training needs of inspector candidates, in accordance with the detailed procedures devised by relevant Groups of Experts;
- (c) assist with the identification, assessment and selection of training institutions suitable to the needs of the future inspectorate;
- (d) liaise with Member States at the working level on the co-ordination of national inputs in the PTS training programmes;
- (e) assist with the organisation of training schedules and allocation of trainees;

Basic Requirements

- (a) Sufficient technical knowledge (at least first degree level in relevant scientific discipline);
- (b) At least five (5) years experience in the field of Human Resources Management;
- (c) Previous experience in organising training in a medium or large technical organisation (government research centre, industrial company, Armed Forces, etc.) desirable.
- (d) Fluency in English; working knowledge of other Commission languages is desirable.