

**Ministry of Foreign Affairs
Recruitment & Training Section
Dhaka**

No. AD-P&O-1022 / 573

17 July 2017

Circular

Sub: Vacancy announcement for the post of 'Senior Knowledge Management Officer' at The Secretariat of Organization for the Prohibition of Chemical Weapons (OPCW)

The **OPCW Secretariat** invites member governments to draw the attention of their citizens to the above vacancy and to encourage suitable applications.

02. The closing date, salary and key benefits of the post are appended below:

Vacancy	Salary & terms of service	Closing date	Qualification
Senior Knowledge Management Officer	Annual salary: \$ 120,248 (With dependants) \$ 113,441 (No dependants) Service Term: Contracts of two years	02 August 2017	An advanced University degree (knowledge management-related discipline), a minimum 10 years of relevant working experience

03. The applicants can apply online visiting the following website: <http://www.opcw.org>

The more details about this vacancy will be found at <http://mofa.gov.bd>.

Encl. Application guideline.

Ashraf 17/07/17
(Shah Md Ashraful Alam Mohon)
Assistant Secretary (R&T)

Distribution:

1. Officers at the rank of Directors and above at the Headquarters
2. Officers at the rank of Counsellors and above at all missions abroad

AS (RET) 20/6/17

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS



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NV/ADM/HRB/mag/136575/17

The Secretariat of the Organisation for the Prohibition of Chemical Weapons (OPCW) presents its compliments to the Permanent Representations and Ministries of Foreign Affairs of the Member States of the OPCW and has the honour to draw attention to the enclosed advertised vacancy notice:

Senior Knowledge Management Officer, P-5
Administration Division

Notice of candidature for the above post should reach the Organisation by 02 August 2017.

Following the implementation of the Organisation's online application system, candidates are strongly advised to submit their applications for this vacancy online through the Organisation's website: www.opcw.org.

The Secretariat wishes to emphasise that it encourages Member States to include suitably qualified and experienced female applicants amongst the nominations they will be forwarding for this post.

The Secretariat of the Organisation for the Prohibition of Chemical Weapons thanks the Permanent Representations and Ministries of Foreign Affairs of Member States of the OPCW for their assistance in this regard and avails itself of this opportunity to renew to them the assurances of its highest consideration.



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The Hague, 19 June 2017

Embassies and Ministries of Foreign Affairs of Member States to the
Organisation for the Prohibition of Chemical Weapons



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands

V A C A N C Y N O T I C E

Post Title:	Senior Knowledge Management Officer	Date:	19 June 2017
Post Level:	P-5	Closing Date:	2 August 2017
Vacancy Ref:	E-ADM/SKMO/F0407/P-5/23/05-17	<p>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.</p>	
Division:	Administration		
Branch:	Office of the Director		
Principal Functions		Requirements	
<p>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 instil "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.</p> <p>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:</p> <p>1. 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.</p> <p>2. 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.</p> <p>3. 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.</p> <p>4. 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.</p> <p>5. 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</p>		<p>Knowledge and skills:</p> <p>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.</p> <p>Skills and Abilities (key competencies):</p> <ul style="list-style-type: none"> • 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. • Challenges the status quo, contributes and tries out innovative approaches and insights. <p>Experience:</p> <p>Essential: 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</p>	

