

# Senior Mission Planning Coordinator (P-4)

## General Information

- **Contract Type**  
Fixed-term Professional
- **Grade**  
P4
- **Total Salary (including post adjustment)**  
USD 108,730

## Responsibilities

### Job Summary

This post is situated in the Operations and Planning Branch (OPB). The OPB plans, coordinates and monitors all OPCW missions. It acts as the focal point within the Technical Secretariat for the conduct of inspections and, in this regard, establishes its communication link with National Authorities and the inspection teams in the field. The Branch's Situation Centre provides 24 hour support, ensures secure reliable communications and provides information analysis to help senior management decision making and crisis management operations.

### Main Responsibilities

The post holder will undertake the following duties:

- Conduct long and Short Term Chemical Weapons and Industry Inspection Planning.
- Plan for the implementation of the world-wide OPCW verification regime for Chemical Weapons.
- Oversee the implementation of the Short Term Chemical Weapons and Chemical Industry Inspection Plans.
- Plan and organise inspectors' assignments and activities.
- Provide information and coordinate SMPC-specific IT requirements.
- Serve as the point of contact with National Authorities.

## Qualifications and Experience

### Education

#### **Essential:**

You should have an advanced university degree or equivalent from a recognised institution in a job related field. A first level university degree in combination with qualifying experience (minimum 9 years) may be accepted in lieu of an advanced university degree. Equivalent or

specialized training in combination with at least 13 years of relevant professional experience may be accepted in lieu of a university degree.

**Desirable:** Management of IT projects.

### Knowledge and Experience

#### **Essential:**

Make sure you have at least 7 years of relevant experience in activities that relate to the planning for and movement, by a variety of transportation alternatives, or sizeable numbers of personnel and sensitive equipment is required and 9 years with first level degree

- Experience working in an environment that handles classified information

#### **Desirable:**

- Experience in logistics and administrative management
- Experience in crisis management or dealing with emergency situations is highly desirable
- Experience in transport and handling of dangerous goods is desirable
- Experience in using resource scheduling application, or project management software

### Skills and Competencies

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

- A thorough understanding of the overall planning and operational/logistical support requirements associated with the movement of personnel and equipment by air, rail and road;
- IT knowledge, in general, and of relational databases, in particular, is highly desirable.

### 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.

## Additional Information

This fixed-term appointment is for the duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules.

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 to not 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.

Only applications submitted before the closing date and through OPCW CandidateSpace will be considered. Only applicants under serious consideration for a post will be contacted. Applications from qualified female candidates are strongly encouraged.