



*Ministero degli Affari Esteri*

IL VICE DIRETTORE GENERALE  
PER GLI AFFARI POLITICI MULTILATERALI  
ED I DIRITTI UMANI

MAE-Sede-207-P/  
Prot. 0322386 del 13 SET. 2007

Posizione: E 241 2 B

**Oggetto:** OPAC – Pubblicizzazione di posti vacanti.

**Riferimenti:**

**NOTA indirizzata a:**  
(tot pagg. 1+3)

- MINISTERO DELLO SVILUPPO ECONOMICO**
  - Gabinetto (fax. 06/47887808)
  - Ufficio del Consigliere Diplomatico (fax. 06/47052479)
- MINISTERO DELL'UNIVERSITÀ E DELLA RICERCA SCIENTIFICA**
  - Gabinetto (fax. 06/5926146)
  - Ufficio del Consigliere Diplomatico (fax. 06/5926146)
- CNR – CONSIGLIO NAZIONALE DELLE RICERCHE**
  - Ufficio della Presidenza (fax. 06/490134)
- CRUI – CONFERENZA DEI RETTORI DELLE UNIVERSITA' ITALIANE** (fax. 06/68441399)  
**ROMA**
- CONFINDUSTRIA**
  - Viale dell'Astronomia, 30 - 00144 (fax. 06/5919615)  
**ROMA**
- FEDERCHIMICA**
  - Via Giovanni da Procida, 11 - 20100 (fax. 02/34565329)  
**MILANO**
- AssICC**
  - Corso Venezia, 47 - 20121 (fax. 02/76005543)  
**MILANO**
- e, p.c. **MINISTERO DEGLI AFFARI ESTERI**
  - Segreteria Generale - Ufficio II
  - DGPE – Uff. V  
**SEDE**
- AMBASCIATA D'ITALIA**  
**L'AJA**

Si trasmette in allegato, per opportuna informazione, la nota dell'OPAC (Organizzazione per la Proibizione delle Armi Chimiche) di L'Aja, NV/ADM/HBR/94964/07 del 24 agosto 2007, con cui si pubblicizza la disponibilità di un posto P-2 presso la predetta Organizzazione internazionale. Si fa presente che gli interessati potranno trovare specifiche informazioni sull'OPAC nel relativo sito Web: <http://www.opcw.org/>.

*Jouy*

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS



NV/ADM/HRB/94964/07

OPCW

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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 vacancy notice:

**Equipment Store Manager – P-2  
Verification**

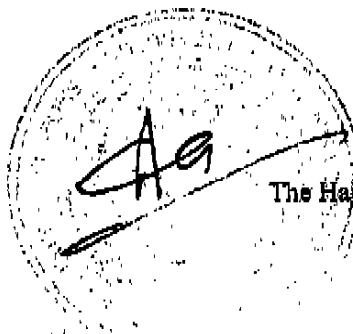
Notice of candidature for the above post should reach the Organisation by 23 October 2007.

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](http://www.opcw.org).

In the eventuality that an online application is not possible, the Secretariat requests interested governments to forward for each candidate a completed OPCW Personal History Form (PHF), a copy of which is also enclosed.

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.



The Hague, 24 August 2007

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

<b>Post Title</b>	Equipment Store Manager	<b>Date</b>	24 August 2007
<b>Post Level</b>	P-2	<b>Closing Date</b>	23 October 2007
<b>Vacancy Ref</b>	E-VER/TSB/ESM/P-2/F022B/45/05-07	This appointment is for a three-year duration with a six-month probationary period. The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed seven 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.	
<b>Branch</b>	Technical Support Branch		
<b>Division</b>	Verification Division		
<b>Principal Functions</b>		<b>Requirements</b>	
<p>Under the supervision of the Head, Technical Support Branch the incumbent performs the following duties:</p> <p>1. Supervises and manages the work and tasks of staff in the equipment store and coordinates the daily activities:</p> <ul style="list-style-type: none"> <li>• Supervises/manages tasks, including any specific tasks requested by the Head of Branch and ensures staff are suitably trained;</li> <li>• Controls maintenance, repair, cleaning, calibration and testing of equipment.</li> </ul> <p>2. Supports Inspections:</p> <ul style="list-style-type: none"> <li>• Co-ordinates/supervises preparation and receipt of inspection equipment;</li> <li>• Reports and follows up on equipment related incidents during or after the inspection/mission;</li> <li>• Participates in meetings relating to inspection and equipment matters and in the technical evaluation process for the purchase of equipment and services;</li> <li>• Advises on matters concerning transportation and storage of Dangerous Goods;</li> <li>• Initiates the procurement of equipment and services in coordination with the Technical Support officers;</li> <li>• Participates as an Assistant Inspector, during inspections;</li> <li>• Keeps up to date on latest developments and processes;</li> <li>• Establishes/maintains a 24/7 support duty roster of staff.</li> </ul> <p>3. Supports training of the OPCW staff and inspectors:</p> <ul style="list-style-type: none"> <li>• Identifies/defines training requirements and co-ordinates and gives training on equipment;</li> <li>• Supports other branches in their training or display programs.</li> </ul> <p>4. Manages and is accountable for the inventory of OPCW inspection equipment:</p> <ul style="list-style-type: none"> <li>• Develops procedures to maintain an inventory of items of equipment;</li> <li>• Is responsible for the inventory component of the OPCW Administration Integrated Management System (AIMS), supports and facilitates discussions on stock coding, system requirements, workflow and reports;</li> <li>• Ensures that inspection equipment is accounted for, in the Basic Inventory Tracking System (BITS).</li> </ul> <p>5. Administration of the Rijswijk Facility together with Head of Branch and Technical Support Officers:</p> <ul style="list-style-type: none"> <li>• Is responsible for building maintenance, security</li> </ul>		<p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• A university degree in Business Administration, Engineering or equivalent;</li> <li>• Thorough knowledge of store management and familiarity with inventory, accounting and procurement procedures;</li> <li>• Knowledge of the OPCW inspection activities would be an asset;</li> <li>• Significant skills in using modern personal computer equipment are essential;</li> <li>• Tact, discretion and the ability to work harmoniously in a multi-cultural environment;</li> <li>• Excellent and proven planning, organisational, coordination and planning skills.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• At least four years of related experience in the field of inventory management;</li> <li>• Experience in transportation and logistical operations is desirable;</li> <li>• Experience in writing work instructions and operating procedures regarding equipment would be an asset;</li> <li>• Familiarity with chemical weapon related protection and detection equipment would be an asset;</li> <li>• Work experience within an international organisation would be an asset.</li> </ul> <p><b>Languages</b></p> <p>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.</p>	

- and health and safety;
- Writes and updates Standard Operating Procedures (SOP's) and Work Instruction (WI's) in accordance with regulations;
- Establishes a roster of lock-up duty staff to check safety and security of the facility on daily basis;
- Escorts official visitors and answers questions relating to the facility and the inspection equipment.

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 August 2007 rate of 55.6%

	With Dependants	No Dependants
Annual Salary (USD)	\$45,650	\$42,818
Post Adjustment	\$25,381	\$23,806
<b>Total Salary</b>	<b>\$71,031</b>	<b>\$66,624</b>
Currency	EUR	

**CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.**  
 Interested applicants who do not have Internet access, and are unable to submit an application online at [www.opcw.org](http://www.opcw.org), may complete the OPCW Personal History Form and send it via fax, no. +31 (0)70 4163790, or mail.  
 Only applications received before the closing date will be considered.  
 Only applicants under serious consideration for a post will be contacted. Applications from qualified female candidates are strongly encouraged.