

No. M-22011/2/2023-TECH  
Government of India  
Cabinet Secretariat  
National Authority Chemical Weapons Convention  
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1<sup>st</sup> Floor Chanakya Bhawan  
Chanakyapuri, New Delhi- 21  
Date: 28<sup>th</sup> August, 2023

To,

- (1) The **Secretaries of the all Ministries/ Departments** of the Govt. of India (including Ministry of Railways and Ministry of Defence).
- (2) The **Chief Secretaries/ Additional Chief Secretaries** of all the State Government(s) and the Union Territories (through e-mail).

**Subject: - Vacancy of Head, Industry Verification (P-5) at the OPCW - regarding.**

The National Authority Chemical Weapons Convention (NACWC) has been established as an office of the Cabinet Secretariat, Government of India, in order to fulfil, on behalf of the Government of India, the obligations under the Chemical Weapons Convention and to act as the national focal point for effective liaison with the Organization for the Prohibition of Chemical Weapons (OPCW) and other State Parties on matters relating to the Convention.

2. The Chemical Weapons Convention is administered by the OPCW headquartered at The Hague, The Netherlands. The Convention was signed, on behalf of the Government of India, on the 14<sup>th</sup> January, 1993. A total of 193 countries are Parties to the Convention, as on date.

3. Accordingly, I am directed to forward herewith a vacancy notice published by the OPCW for the position of "**Head, Industry Verification**" in Verification Division at the OPCW Headquarters. The **position is a selection post** to be filled from seasoned professional with practical experience in chemical operations. Other information of the position is as under:


<b>Name of the position</b>	: <b>Head, Industry Verification</b>
<b>Grade</b>	: <b>P - 5</b>
<b>Closing Date</b>	: <b>11<sup>th</sup> September, 2023</b>
<b>Anticipated start month</b>	: <b>January, 2024</b>
<b>Contract Type</b>	: <b>Fixed-term Professional</b>
<b>Duration of the contract</b>	: <b>Two years, with a six-month probationary period</b>
<b>Mode of application</b>	: <b>Online</b>

Contd..... P-2/-

4. India holds a prominent position in the OPCW since beginning of the Convention. Therefore, it is requested that wide publicity may be given to the above vacancy in your organisation including all attached and/or subordinate offices/ PSUs etc. and the eligible officers/ professionals may be encouraged to apply for the position, in order to further boost India's status in the international forum. Further details in the matter including responsibilities, essential and desirable educational qualifications, knowledge and experience, skill competencies, language etc. may be seen at the website of OPCW ([www.opcw.org](http://www.opcw.org)). A copy of the vacancy notice published by the OPCW is enclosed herewith for ready reference.

5. The OPCW's website will no longer accept applications after 11<sup>th</sup> September, 2023.

End: As above.

  
28/08/2023

(Dr. Vimlesh Kumar Bind)  
Adviser

Tel.- 011-2467 5594

Email: [vimlesh.bind@gov.in](mailto:vimlesh.bind@gov.in)

**Copy to: -**

- i. The **Director General**, Directorate General of NDRF, 6<sup>th</sup> Floor, NDCC-1 Building, Jai Singh Road, New Delhi -110001.
- ii. The **Director General**, DGHS, Ministry of Health and Family Welfare, Room No. 401-404, A-Wing, Nirman Bhawan, New Delhi.
- iii. The **Joint Secretary (Training) & CVO**, Department of Defence, Ministry of Defence, South Block, Central Secretariat, Rajpath Marg, New Delhi, Delhi-110011.
- iv. The **Joint Secretary (IS-1)**, Internal Security – Division, Ministry of Home Affairs, North Block, New Delhi -110001.
- v. The **Joint Secretary (Disaster Management)**, Ministry of Home Affairs, Hall 'B', 3<sup>rd</sup> Floor, NDCC-II Building, Jai Singh Road, New Delhi -110 001.
- vi. The **ADG, CO (Comm)**, Directorate of Fire Services, Civil Defence & Home Guards, Ministry of Home Affairs, East Block-7, R. K. Puram Sector – 1, New Delhi -110066.
- vii. The **Director General**, Indian Chemical Council (CC), Sir Vithaldas Chambers, 8<sup>th</sup> Floor, Mumbai Samachar Marg, Mumbai – 400 001, Maharashtra.
- viii. The **Colonel PP (Concepts & Training)**, Directorate General of Perspective Planning (CBRN), General Staff Branch, IHQ of Ministry of Defence (MoD), (Army), Room No-123, A – Wing, Sena Bhawan, New Delhi – 110011.
- ix. **Director (Admn), DoPT**, North Block, New Delhi with a request to upload this vacancy notice on the website of DoPT, for wider publicity.

## Head, Industry Verification - (P-5)

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### About Us

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#### OPCW and its priorities



The OPCW's Verification Division works towards achieving chemical disarmament and preventing the re-emergence of chemical weapons through participation in the planning and oversight of inspections at both military and chemical industry facilities. The division also manages declarations while maintaining and strengthening the scientific capabilities of the Organisation, especially its laboratory component. The division also conducts Technical Assistance Visits at the request of States Parties.

The Division is responsible for the day-to-day operation of OPCW's verification regime. It is a key element of the Secretariat, using trustworthy and science-based information to implement all aspects of the Convention including decisions from the Policy Making Organs.

### General Information

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- **Contract Type**  
Fixed-term Professional
- **Grade**  
P5

- **Total Estimated monthly remuneration depending on post adjustment and family status: USD**  
15,635
- **Closing Date**  
11/09/2023

## Responsibilities

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### Job Summary

OPCW is looking for a seasoned professional with practical experience with chemical operations in the chemical industry to join the Industry Verification Branch team.

As the Head, Industry Verification you will plan, manage, and guide the branch's staff to ensure that the industry verification process activities, such as the implementation of Article VI plant site selection and inspections are done under the short- and long-term objectives of the Branch.

In this role, you will advise and assist the designated Facilitators of the Industry Cluster Consultations of the Executive Council and you will attend Industry Cluster Consultations as a Secretariat expert and will act as Secretary at such meetings.

The ideal candidate can flourish within a multicultural environment, should show integrity, and demonstrate professional competence.

The anticipated start date for the vacant post is Jan 2024 or later.

### Main Responsibilities

As the Head, Industry Verification you will have the following duties:

- Planning and managing the work programme and priorities of the Branch;
- Supervising specific industry data bases on a continuing basis (inspection data bases protected by confidentiality regime, risk assessments protected by the confidentiality regime, national backgrounders, State Party responses to Conference, Executive Council, Industry Cluster and Secretariat surveys;
- Preparing industry contributions to inspector training, National Authority training, Regional and National Seminars, etc. ;
- Preparing industry briefing materials on status of Article VI implementation, topics in relation to global industry and Article VI policy issues;
- Supervising and updating Verification SOPs;
- Advising and assisting the designated Facilitators of the Industry Cluster Consultations of the Executive Council on issues within their purview;
- Attending Industry Cluster Consultations as Secretariat expert and acting as Secretary at such meetings;
- Drafting documents and or confirming, modifying documents drafted by industry officers for the facilitators for submission to the Executive Council;
- Discussing issues relating to the work of the PMOs with Delegations and providing advice to the delegates;
- Attending consultations on issues relating to the activities of the Scientific Advisory Board and drafting documents on these issues;
- Represents the Organisation at meetings with Head of delegations and delegates frequently at OPCW headquarters and infrequently in capitols;
- Represents the Organisation at industry oriented seminars and other international functions as required.

## Qualifications and Experience

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### Education

#### Essential:

- University degree in chemical engineering or chemistry;
- A first level university degree in combination with qualifying experience (minimum ten years) may be accepted in lieu of the advanced university degree;
- Equivalent or specialised training in combination with at least 20 years of qualifying experience may be accepted in lieu of a university degree.

**Desirable:**

- Advanced degree in chemistry or chemical engineering and/or business management degree (MBA).

**Knowledge and Experience****Essential:**

- A minimum of 10 years relevant experience in combination with a Master Degree of hands-on, practical in-plant experience with chemical operations in the chemical industry, or related experience in the work of a National Authority or similar Government body;
- 12 years relevant experience with a first level degree, or 20 years without a degree may be taken into consideration;
- A minimum of 5 years' experience managing staff.

**Desirable:**

- Experience in international organisations and/or Government ministry;
- Experience of the implementation of Article VI of the Chemical Weapons Convention, including on issues of interpretation and application of Convention requirements.

**Skills and Competencies**

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

- Proven record of building and managing teams and creating an enabling work environment, including ability to effectively supervise, mentor, train, develop and evaluate staff;
- Tact, discretion, and the ability to work harmoniously in a multi-cultural environment;
- Strong analytical and conceptual skills;
- Knowledge of computer equipment, Windows-based word processing and databases, spreadsheet programmes as well as email and workflow software.

**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

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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 mandatory age of separation at the OPCW is 65 years.

Fixed-term staff members participate in the OPCW provident fund. A monthly staff contribution is met with a doubled amount by the OPCW to ensure separating staff have the capital necessary to move on to new challenges.

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 fully completed 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.

### [OPCW General Terms and Conditions](#)

#### **Important notice for applicants who are currently insured under the Dutch Social Security system**

Although headquartered in the Netherlands, the OPCW is not a regular Dutch employer but a public international organisation with its own special status. Please be advised that if you are currently insured under the Dutch Social Security system, you will be excluded from this system as a staff member of the OPCW. You will consequently be insured under the organisation's system. The above also applies to your dependents unless they are employed by a regular Dutch employer, they are self-employed in the Netherlands, or are receiving Dutch social security payments.

Please refer to the website of the Ministry of Social Affairs and Employment for more information about the possible consequences for you and your dependents, such as exclusion from 'AWBZ' and 'Zorgverzekeringswet' coverage: '[Werken bij een internationale organisatie](#)'.