

**F.No. M-22011/2/2023-TECH**  
**Government of India**  
**Cabinet Secretariat**  
**National Authority (Chemical Weapons Convention)**

1<sup>st</sup> Floor, Chanakya Bhavan, Chanakyapuri,  
New Delhi – 110021, 04<sup>th</sup> October, 2023

**Subject:** Vacancy of Fixed-term Director, International Cooperation and Assistance (ICA) Division OPCW- regarding.

The National Authority for Chemical Weapons Convention (NACWC) has been set up under the cabinet Secretariat, Government of India to fulfil the obligations of the Chemical Weapons Convention (CWC) 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 matter relating to the convention as well as such other functions as may be prescribed.

2. The undersigned is directed to circulate the vacancy of Fixed-term Director, International Cooperation and Assistance (ICA) Division OPCW at the Organization for the Prohibition of Chemical Weapons (OPCW), Hague, Netherland. The details are enclosed. It is requested to circulate this vacancy notification in your organization/offices for wide publicity. Application from qualified female candidates are strongly encouraged for the nominations on the above mentioned subject.

3. The last date for filling application on the website of OPCW is 14 October, 2023. In case of any further clarification, the applicants are requested to visit OPCW website (<https://jobs.opcw.org/Pages/Offre/detailoffre.aspx?idOffre=364&idOrigine=&LCID=2057>)

This is issued with the approval of Competent Authority.

Encl: As above



— Manjul Bhardwaj  
Deputy Director (NACWC)  
Tel: 011-24675690

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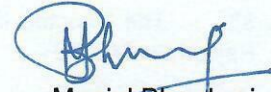
To,

1. Director (D&ISA), Ministry of External Affairs, R.No. 40-B, South Block, New Delhi-11, Tel: 23011160, Fax: 23015318, Email: dirdisa@mea.gov.in
2. Additional Secretary (L&T), Ministry of External Affairs, Room No. 0137,A, JNB, South Block, New Delhi-11, Tel:- 49015269, Fax:- 49016643, Email: aslegal@mea.gov.in
3. The Director General, Indian Chemical Council (ICC), Sir, Vithaldas Chambers, 6th Floor, Mumbai Samachar Marg, Mumbai – 400 001, Maharashtra.
4. The Chairman, All India Council of Technical Education (AICTE), Nelson Mandela Marg, Vasant Kunj, New Delhi-110070
5. The Chairman, University Grants Commission (UGC), Bahadurshah Zafar Marg, New Delhi – 110002
6. The Director General, CSIR & Secretary DSIR, Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Ahmed Kidwai Marg, New Delhi – 110 001

7. The Joint Secretary, Department of Science & Technology (DST), Technology Bhawan, New Mehrauli Road, Block C, Adchini, New Delhi – 110016.
8. The President, Association of Indian Universities (AIU), AIU House, 16 Comrade Indrajit Gupta Marg (Kotla Marg), Landmark: Opposite National Bal Bhawan, Near I.T.O', New Delhi -110002
9. The Secretary, Department of Defence R&D and Chairman, DRDO, DRDO Bhawan, Rajaji Marg, New Delhi-110011
10. The Secretary (DARE) & DG, Indian Council of Agricultural Research (ICAR), Ministry of Agriculture and Farmers' Welfare, Krishi Bhawan, New Delhi – 110001
11. The Secretary, Department of Health Research and Director General, Indian Council of Medical Research (ICMR), Department of Health Research, 2nd Floor, IRCS Building, 1, Red Cross Road, New Delhi – 110001
12. The Director General, Indian Council of Agricultural Research (ICAR), Krishi Bhawan, Raisina Road, Opposite Rail Bhawan, New Delhi – 110001.
13. The Director General, Directorate General of NDRF, 6th floor, NDCC-II Building, Jai Singh Road, New Delhi – 110001.
14. The Director General (Life Sciences), Defence Research & Development Organisation, Room No. 338, DRDO Bhawan, New Delhi – 110 011.
15. 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.
16. The Joint Secretary (IS-I), Internal Security-I Division, North Block, Ministry of Home Affairs, New Delhi – 110001.
17. The Joint Secretary, AYUSH Bhawan, B Block, GPO Complex, INA Colony, New Delhi – 110023.
18. The Joint Secretary (Admin), Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, Jorbagh Road, New Delhi – 110003.
19. The Joint Secretary (Admin), Department of Biotechnology (DBT), Ministry of Science & Technology, 6th-8th Floor, Block-2, CGO Complex, Lodhi road, Pragati Vihar, New Delhi – 110003.
20. The Joint Secretary (Plant Protection), Department of Agriculture Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare, A-wing, Krishi Bhawan, New Delhi – 110001.
21. The Joint Secretary (Administration), Department of Atomic Energy (DAE), Anushakti Bhavan, Chhatrapati Shivaji Maharaj Marg, Mumbai – 400001, Maharashtra.
22. The Joint Secretary (Training) & CVO, Department of Defence, Ministry of Defence, South Block, Central Secretariat, Rajpath Marg, New Delhi – 110 011.
23. The Joint Secretary (Disaster Management), Hall 'B', 3rd Floor, NDCC-II Building, Jai Singh Road, New Delhi – 110 001
24. The Deputy Director General, Department of Chemicals & Petrochemicals (DCPC), ministry of Chemicals & Fertilizers, 419C, 4th floor, Shastri Bhawan, New Delhi – 110 001
25. The Vice Chancellor, Harcourt Butler Technical University, Nawabganj, Kanpur, Uttar Pradesh – 208 002
26. The Director, Indian Institute of Technology - Bhubaneswar, Argul - Jatni Rd, Kansapada, Odisha 752050

27. The Director, Indian Institute of Technology - Bombay, Main Gate Rd, IIT Area, Powai, Mumbai, Maharashtra 400076
28. The Director, Indian Institute of Technology - Mandi, Parashar Road, Tehsil Sadar, Near Kataula, Kamand, Himachal Pradesh 175005
29. The Director, Indian Institute of Technology - Delhi, IIT Delhi Main Rd, IIT Campus, Hauz Khas, New Delhi, Delhi 110016
30. The Director, Indian Institute of Technology - Indore, Khandwa Rd, Simrol, Madhya Pradesh 453552.
31. The Director, Indian Institute of Technology - Kharagpur, Kharagpur, West Bengal – 721302
32. The Director, Indian Institute of Technology - Hyderabad, IITH Road, Near NH-65, Sangareddy, Kandi, Telangana 502285
33. The Director, Indian Institute of Technology - Jodhpur, NH 62, Surpura Bypass Rd, Karwar, Rajasthan 342030
34. The Director, Indian Institute of Technology - Kanpur, Kalyanpur, Kanpur, Uttar Pradesh 208016,
35. The Director, Indian Institute of Technology - Madras, Indian Institute Of Technology, Chennai, Tamil Nadu 600036
36. The Director, Indian Institute of Technology - Gandhinagar, Palaj, Gandhinagar, Gujarat - 382355,
37. The Director, Indian Institute of Technology - Patna, Indian Institute of Technology Patna, Bihta, Patna, Bihar - 801103
38. The Director, Indian Institute of Technology - Roorkee, Roorkee - Haridwar Highway, Roorkee, Uttarakhand - 247667
39. The Director, Indian Institute of Technology - Ropar, Nangal Road, Rupnagar, Punjab 140001
40. The Director, Indian Institute of Technology - (BHU) Varanasi, Uttar Pradesh 221005
41. The Director, Indian Institute of Technology - Guwahati, Surjyamukhi Road, North, Amingaon, Guwahati, Assam 781039
42. The Director, Indian Institute of Technology - Bhilai, IIT Bhilai, Government Engineering College Campus, Old Dhamtari Road, Sejbahar, Raipur, Chhattisharh, 492015
43. The Director, Indian Institute of Technology - Goa, IIT Goa, Goa Engineering College Campus "Bhausahab Bandodkar Technical Education Complex" Farmagudi, Ponda, Goa - 403401
44. The Director, Indian Institute of Technology - Palakkad, Ahalia Integrated Campus, Kozhippara, Palakkad 678557, Kerala
45. The Director, Indian Institute of Technology - Tirupati, Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, A.P - 517619
46. The Director, Indian Institute of Technology - Jammu, Jagti, NH-44 , PO Nagrota, Jammu, Jammu and Kashmir - 181 221
47. The Director, Indian Institute of Technology - Dharwad, IIT Dharwad, WALMI Campus Belur Industrial Area, PB Road Post Mummigatti, Dharwad-580001 Karnataka, India
48. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior-474 002, Madhya Pradesh.
49. The Director, Institute of Pesticide Formulation Technology (IPFT), HSIDC, Sector 20, Udyog Vihar Opposite Ambience Mall, Gurugram, 122016

50. The Director, National Chemical Laboratory (NCL), Dr. Homi Bhabha Road, Pune - 411 008, Maharashtra.
51. The Director, Indian Institute of Science (IISc), CV Raman Rd, Bengaluru, Karnataka - 560012.
52. The Director, National Physical Laboratory (NPL), Dr. KS Krishnan Marg, Pusa, New Delhi - 110012.
53. The Director, Tata Institute of Fundamental Research (TIFR), Homi Bhabha Road, Colaba, Mumbai - 400005.
54. The President, Federation of Indian Chambers of Commerce & Industry (FICCI), 1, Federation House, Tansen Marg, Todermal Road Area, Mandi House, New Delhi-110001, with a request to place the OM their website.
55. The President, Confederation of Indian Industry (CII), The Mantosh Sondhi Centre, 23, Institutional Area, Lodi Road, New Delhi-110003, with a request to place the OM their website.
56. The Joint Secretary, Disaster Management, Room No. 193 A1, North Block, New Delhi-110001



Manjul Bhardwaj  
Deputy Director (NACWC)

## Director, International Cooperation and Assistance (D-2)

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### About Us

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The **International Cooperation and Assistance (ICA)** Division manages the OPCW's international cooperation and assistance activities. The Division serves as the platform to provide capacity-building support aimed to assist States Parties in: facilitating full and effective national implementation of the Convention (Article VII); enhancing assistance and protection against chemical weapons (Article X); and promoting the peaceful uses of chemistry for their economic and technological development (Article XI). ICA also runs the OPCW Africa Programme to ensure that special needs and circumstances of the region are addressed in a coordinated and effective manner.

### General Information

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- **Contract Type**  
Fixed-term Director
- **Grade**  
D2
- **Total Estimated monthly remuneration depending on post adjustment and family status: USD**  
14.992
- **Closing Date**  
14/10/2023

# Responsibilities

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## Job Summary

As the Director of the International Cooperation and Assistance Division, you will have a highly visible leadership role in the development and implementation of Programmes and projects to promote the peaceful use of chemistry for economic and technological development. Embracing this mindset, you will lead the team to assist States Parties in their efforts toward the full and effective implementation of the Convention.

You will lead the development and implementation of strategies to ensure the provision of tailored support and expert advice to States Parties.

## Main Responsibilities

In your role you will be responsible for:

1. Leads the work of the International Cooperation and Assistance Division within the established policy framework to ensure effective delivery of programmes. Key responsibilities include:
  - Development of strategies and related implementation plans to maintain and enhance the Organisation's capability to provide support to any requesting State Party in the event of use or threat of use of chemical weapons, in accordance with Article X of the Convention.
  - Development and implementation of programmes and projects to provide expert advice and assist a State Party (upon request) in maintaining and enhancing their capability for the development and improvement of a protective capacity against chemical weapons, within the framework of Article X of the Convention.
  - Development and implementation of programmes and projects to promote the peaceful use of chemistry for economic and technological development, within the framework of Article XI of the Convention.
  - Development and implementation of programmes and projects to assist States Parties and their National Authorities in their effort toward the full and effective implementation of the Convention, in accordance with the provision of Article VII of the Convention.
2. Provides effective leadership to the staff of the International Cooperation and Assistance Division, ensuring collaborative and cohesive delivery of the planned Programme of Work in an effective, efficient and inclusive manner.
3. Oversees the planning and implementation of the Programme and Budget for the International Cooperation and Assistance Division in line with Results-Based Management and Results-Based Budgeting principle.
4. Provides strategic planning, policy advice and support to Senior Leadership regarding the International Cooperation and Assistance programmes. Participates in meetings of the Management Board and relevant technical committees and contributes to discussion and formulation of recommendations to the Director-General on organisation-wide policy issues.
5. Engages with States Parties on issues of mutual concern and contributes to the work of the Executive Council and informal consultations.
6. Participates in official visits to States Parties and other relevant Organisations.

# Qualifications and Experience

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## Education

### Essential:

An advanced university degree (Master's degree or equivalent degree) in Science or Social Sciences, International security or Relations, International Law, Business/Public Administration, Management, or a related field is required.

A first-level university degree in combination with over 17 years of qualifying experience as stipulated below, may be accepted in lieu of an advanced university degree.

## Knowledge and Experience

### Knowledge and Experience:

A minimum of over 15 years of progressively responsible experience in the field of international cooperation and assistance, public administration, international relations, or socio-economic development, a substantial part of which should be at the senior level in the private or public sector or in international organisations.

Extensive knowledge of the Chemical Weapons Convention and proven experience in international relations, international security/disarmament, international cooperation and/or assistance issues.

Effective leadership skills, ability to take responsibility for key organisational issues, including the ability to think strategically and achieve results accordingly,

Well-developed diplomatic and policy skills, sound judgement, and the ability to communicate effectively both in writing and orally.

### Skills and Competencies

- Proven record of building and managing teams and creating an enabling work environment with people of different cultural and national backgrounds, including the ability to effectively manage, mentor and develop staff.
- Excellent planning, organisation, coordination, negotiation, and problem-solving skills.
- Strong analytical and conceptual skills in analysing and interpreting organisational issues, formulating options, and proposing and implementing solutions.
- Excellent interpersonal and communication skills with demonstrated ability to apply tact and accuracy and to present information clearly and logically both in writing and verbally.
- Proven ability to ensure an effective work structure to maximise productivity and achieve objectives.
- Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent conflicting activities assuring required results are achieved.
- Creates partnerships and collaborative endeavours within the division or between divisions.

### 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 three 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