

OPCW EXTERNAL RELATIONS DIVISION

Terms of Reference	
Title: Associate Protocol and Political Affairs Officer Post Level: P-2 Reports To: Head, Protocol and Political Affairs Branch	Organisational Unit: Political Affairs and Protocol Branch (ERD/PPB)
1. Organisational setting: The External Relations Division (ERD) conveys the Organisation as the “premier international organisation working for a world free of chemical weapons, with a focus on preventing their re-emergence, by implementing all provisions of the Convention in an effective, efficient, and non-discriminatory manner”, in accordance with the Medium-Term Plan (MTP). It seeks to achieve this by providing support to the Secretariat and its senior management regarding engagement with States Parties, States not Party, partners, the public, and other identified stakeholders, such as scientists, civil society, academia, industry, and international organisations. The Political Affairs and Protocol Branch (PPB), which is part of the ERD, advises senior management on current and emerging issues, devises and implements strategies for achieving universality of the Convention, liaises with States Parties (SPs) and provides protocol services to the Organisation. PPB supports the Director-General (DG) and Deputy Director-General (DDG) by preparing speeches, statements, and briefing notes; and manages all issues related to protocol, OPCW’s Host Country, and privileges and immunities.	
2. Main purpose of the post: The Associate Protocol and Political Affairs Officer (JPO) supports the PPB in facilitating the participation of all SPs in the activities of the OPCW, and in assisting senior management in their substantive engagements with SPs and International Organisations (IOs). Primarily, as part of PPB’s Protocol Team, the JPO provides support on a range of high-quality protocol services to SPs and Senior Management alike. As and when required, the JPO will also assist the Political Affairs team in coordinating and preparing a range of policy products for Senior Management’s external engagements.	
3. Duties and responsibilities:	
1) Assist in the provision of protocol and liaison services to the OPCW senior management by supporting the following activities: Plan and organise official visits to the OPCW by Heads of State, Heads of Government, Ministers and other high level dignitaries; plan and organise official events and other special commemorative ceremonies at the level of DG and DDG; plan and organise hospitality engagements, such as official luncheons, receptions events at the level of DG and DDG; and liaise with, welcome and escort guests of the DG and the DDG.	
2) Assist in the provision of protocol and liaison services to SPs including: assisting with the planning and organising official ceremonies such as the presentation of Letters of Credentials by newly appointed Permanent Representatives and MoU signing ceremonies; supporting the registration and processing accreditation of members of permanent missions and other participants attending Sessions of the Executive Council (EC) and the Conferences of the States Parties (CSP); servicing relevant aspects of the meetings of the policy making organs and related committees; supporting the Protocol team in liaising with all delegates including management of the dedicated protocol emails.	
3) Assist in updating and maintaining protocol items and processes including: taking an inventory of country flags and ensuring that PPB has the correct stock of all flags; updating contact details of all OPCW permanent missions and liaising with them for this purpose; and ensuring PPB has adequate stock of protocol memorabilia for the Executive Office; keeping track of departing and incoming OPCW delegates.	
4) Support the protocol and political affairs team in their liaison with partner organisations and other external stakeholders, including: arranging visits to the OPCW and the Centre for Chemistry and Technology by delegations from States Parties and other entities.	

5) Support the Branch's broader tasks as required, including: assisting with the coordination and preparation of a range of policy documents, facilitating the engagement with SPs and IOs, and assisting with the liaison with the host country.

6) Other duties as designated by the supervisor.

4. Minimum Qualifications Required:

Education:

- An advanced university degree in international relations, political science, diplomacy or in a related field.

Experience:

- A minimum of two years of working experience in protocol or political affairs with an advanced university degree.
- Experience with drafting papers, analysis of information and facilitation of meetings.

Competencies (required knowledge, skills, abilities, attitudes and behaviours):

- **Communication:** Ability to listen, write, adapt, persuade, and transform. Speaks fluently; expresses opinions, information, and key points of an argument clearly; presents information with skill and confidence. Has knowledge of effective and appropriate communication and has the ability to use and adapt that knowledge in various contexts
- **Teamwork:** Ability to focus, align and build effective groups. Is willing to share or partner for seeing the whole being greater than the sum of the parts
- **Planning and Organising:** Ability to plan ahead and work in a systematic and organised way. To support the Organisation in meeting its deliverables through its employees.

Language requirements:

- Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, Spanish) is desirable.

Other skills:

- Proficiency in Microsoft Office (Word, Excel, Power Point, Outlook, Teams, etc.)
- Excellent drafting skills in English.
- Experience in both state and international protocol will be a distinct advantage

5. Training and Learning:

The JPO will benefit from the following specific training and learning modalities / opportunities in the receiving office: 1) A solid foundation about the Chemical Weapons Convention and the work and mandate of the OPCW, as well as insight into the global disarmament architecture; 2) Coaching and hands-on training in international protocol practice; 3) Practical training opportunities in planning, organising and delivering international events in a diverse multilateral environment; 4) Opportunities to participate in relevant formal trainings and workshops offered by partner organisations such as the Asser Institute, UNODA, UNITAR, etc.; 5) OPCW training opportunities on diversity, prevention of harassment, confidentiality, etc.

6. Work relationships/partnership:

The JPO reports to the Head of PPB. In their daily tasks, the JPO receives guidance from the Protocol Officer who is the most senior ranking staff within the Protocol team. The JPO also works closely with the Protocol Assistant, and interns and consultants temporarily assigned to Protocol. The JPO will also work with the Senior Political Affairs Officer and Political Affairs Officer as and when required. This provides an additional learning element for the JPO.