

# Senior Data Processing Assistant (GS-5)

## About Us

The Organisation for the Prohibition of Chemical Weapons is the implementing body for the Chemical Weapons Convention, which entered into force on 29 April 1997. The OPCW, with its 193 Member States, oversees the global endeavor to permanently and verifiably eliminate chemical weapons.

The ultimate aim of the OPCW is to achieve our vision of a world free of chemical weapons in which chemistry is used for peace, progress, and prosperity, and to contribute to international security and stability, general and complete disarmament, and global economic development. Under the OPCW's oversight 96% of the chemical weapons stockpiles declared by possessor States have been verifiably destroyed.

The OPCW was awarded the Nobel Peace Prize in 2013 for its extensive efforts to eliminate chemical weapons.

Our mission for a world free of chemical weapons makes people's lives better. Apply to be a part of our team to make the world a better place for all.

## General Information

- **Contract Type**  
Fixed-term General Service
- **Grade**  
GS5
- **Net Salary**  
42,375
- **Closing Date**  
06/01/2021

## Responsibilities

### Job Summary

Join our Documents, Registration and Archiving Section team! We're looking for a dedicated and a hardworking professional with information management experience and archiving knowledge.

As a Senior Data Processing Assistant you will use your excellent written and communication skills, proven attention to details in order to insure constant flow from/to, process of reports and information required by the Member States and other users in the Verification Division.

In this position you will be able to illustrate good interpersonal skills with in a multi-cultural environment, you will have a capability to establish and maintain collaborative working relations with colleagues and partners within the OPCW.

### Main Responsibilities

In your present position as a Senior Data Processing Assistant you will be responsible for coordinating incoming correspondence, updating databases, contributing to improvement of registration procedures. You will process declarations and other verification related information from/to Member States as well as all classified information in relevant records management systems. You will update registration and inspection related databases, generate reports, and make them available for other users in the Verification Division as well as input into and validate declarations stored in the Verification Information System.

To view the complete job outline please click [here](#) :

## Qualifications and Experience

### Education

#### Essential:

- High school diploma or equivalent diploma of higher secondary education;

#### Desirable:

- Additional training in information processing;
- Knowledge of the Chemical Weapons Convention (CWC) and its declaration requirements.

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QINU **Knowledge and Experience** QINU

**Essential:**

- At least four years of progressively responsible related experience;
- Strong information management, record keeping and archiving knowledge;
- Work experience within an international organisation would be an asset.

QINU **Skills and Competencies** QINU

**Essential:**

QINU You have advanced skills in using modern equipment and IT software. You will use your excellent writing and verbal communication skills. You will demonstrate good analytical skills, accuracy and attention to details. This role requires to plan and to prioritise tasks, to work efficiently and independently as well as to meet deadlines. What is more, good interpersonal skills, including tact and discretion, and ability to establish and to maintain harmonious and effective working relations with people in a multi-cultural environment are required. QINU

**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.

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**Additional Information**

QINU Staff members in the General Services category are normally recruited and paid on a local basis. QINU

QINU This 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. QINU

QINU 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. QINU

QINU 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. QINU

QINU Applications from qualified female candidates are strongly encouraged QINU

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