



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands

VACANCY NOTICE

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|---------------------|--|--|----------------------|
| Post Title: | Senior Knowledge Management Officer | Date: | 19 June 2017 |
| Post Level: | P-5 | Closing Date: | 2 August 2017 |
| Vacancy Ref: | E-ADM/SKMO/F0407/P-5/23/05-17 | <p>This fixed-term appointment is for a duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules, as applicable. 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 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.</p> | |
| Division: | Administration | | |
| Branch: | Office of the Director | | |

Principal Functions

The Senior Knowledge Management Officer will play the leading role in the implementation and ongoing support of a framework for knowledge management (an organisation-wide approach to instil “ask- learn-share” behaviours) to accelerate the KM ambitions, improve knowledge retention within the organisation and with partners, and the planning and implementation of support for increased intra-divisional/inter-divisional cooperation.

Under the supervision of the Director of Administration, and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the incumbent performs the following duties:

1. Build strategic awareness and promote cultural change in support of knowledge management:

Develop a culture that encourages “ask-learn--share” behaviours and energetically promote the utilisation of knowledge management processes, tools and systems across the organisation. Plan, guide and actively participate in internal communication and change management initiatives to realise the OPCW vision for knowledge management. Represent the knowledge management function to senior levels of management, and influence policy development to facilitate achievement of OPCW’s goals in knowledge management. In support of this the Senior Knowledge Management Officer will be responsible for challenging current working practices and developing a matrix style approach to working across the more traditional divisional structures. This will involve active negotiation and persuasion at all levels in the organisation.

2. Lead the implementation of knowledge management framework:

Based on strategic guidance from the Director-General, review existing practice and policy documents associated with Knowledge Management and implement a compatible framework (including plans, policies, guidelines and standards; roles, accountabilities, training and incentives; processes and procedures; tools and platforms; and governance) to support improved knowledge management within the organisation and with partners. Sustain and champion the organisational vision for knowledge management. The framework pivots around supporting OPCW’s missions and its tenure-based staff policies, whilst focusing on increasing benefits from OPCW’s strategic knowledge areas.

3. Oversee maintenance and adjustments to framework:

Ensure that the knowledge management framework is effective, relevant and uses the organisation’s resources efficiently, through ongoing management, negotiation with stakeholders for desired outcome and use of resources, monitoring and assessment, regular reporting and implementation of changes and enhancements as required, in line with OPCW’s evolving strategic positioning in the landscape of global chemical weapons expertise.

4. Plan, implement and support cooperation:

Plan, implement and support intra-organisational cooperation to facilitate the sharing of knowledge, lessons and good practices, particularly through OPCW’s Communities of Practice.

5. Coordinate knowledge networking:

Take a coordination role in OPCW’s effort to build networks between OPCW and sources of global expertise in chemical weapons and facilitates

Requirements

Knowledge and skills:

Essential:

Advanced university degree in a knowledge management-related discipline (e.g. business management, organisational learning, innovation, organisational psychology, organisational development, etc.), or advanced university degree in Social Sciences, Public Administration, International Relations or related field. Demonstrable qualifications in information structuring and supporting tools and techniques. A first level university degree in a related field in combination with qualifying experience (minimum 12 years) may be accepted in lieu of an advanced university degree.

Skills and Abilities (key competencies):

- Challenges the status quo, contributes and tries out innovative approaches and insights. Excellent inter-personal, persuasion, and communication skills, with demonstrated ability of engaging and informative formal public speaking.
- Demonstrated ability to consistently achieve high-level results, managing and delivering projects on-time with a sense of urgency for goal achievement. Solid organisation and planning skills.
- Leads by example, and creates and encourages a climate of teamwork and collaboration in a multi-cultural environment. Relationship building focused on achieving results.
- Has high-level leadership and supervisory skills; provides others with a clear direction; motivates and empowers others. Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent activities. Directive leadership to assure required results are achieved.
- Sets, develops and adapts organisational strategy and communicates a clear vision of the organisation’s future potential in knowledge management.
- Quickly builds rapport with individuals and groups, which requires an outgoing, poised and persuasive communication style. Actively nurtures good relationships with people across all organisational levels and boundaries, as well as with government leaders and stakeholders- ensures a coherent organisational platform and framework for knowledge across OPCW.
- Listens without prejudice, is sensitive to minority viewpoints and speaks up where and when needed. Proven ability in establishing and maintaining effective working relationships with people of different national and cultural backgrounds.
- Negotiates effectively by logically generating and reviewing options.
- Challenges the status quo, contributes and tries out innovative approaches and insights.

Experience:

Essential:

With an advanced university degree, a minimum of ten years relevant work experience in knowledge management related areas, including several years of management and delivery experience. Extensive knowledge of and experience with knowledge networking and/or organisational learning systems, application of analytical skills to problem solving and information and communication technologies relevant to KM. Proven ability to influence, persuade and mobilize agreement and action on complex issues. Track record in consistent

networking between key OPCW staff and the worldwide expertise landscape. Promote and broker participation across organisational lines.

6. Manage the KM function:

Oversee the work of the KM function of OPCW, including support and training those responsible for areas of knowledge in local units, including community leaders and moderators, mentors and coaches, and staff in general. Develop an annual work plan for the KM function; manage resourcing as appropriate; monitor compliance and provide support and guidance to ensure objectives are met. This entails performance planning, monitoring and appraisal.

7. Perform other duties as assigned.

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 **June 2017 rate of 33.9%**.

application of KM methodologies and proficiency in delivering to-the-point reports. Substantial experience with coordination and cooperation in an international environment, preferably in engineering, military and/or diplomatic contexts.

Desirable:

Experience working with international organisations. The position requires a good understanding of OPCW, its mandate and activities.

Languages:

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

| | With Dependants | No Dependants |
|-----------------------------------|-----------------|---------------|
| Annual Salary (US dollars) | \$ 89,804 | \$ 84,721 |
| Post Adjustment | \$ 30,444 | \$ 28,720 |
| Total Salary | \$ 120,248 | \$ 113,441 |

CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.

Interested applicants who are unable to submit an application online at www.opcw.org, due to technical problems, are requested to send an e- mail to Recruitment@opcw.org explaining the problem.

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.

May 2017/mag