



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS
MANILA 1099

CUSTOMS MEMORANDUM CIRCULAR
NO. 35 - 2015

April 16, 2015

TO: All Deputy Commissioners
All Directors and Chiefs
All District Collectors/Port Collectors
And Other Concerned

SUBJECT: Vacant Post in the Organisation for the Prohibition of Chemical Weapons (OPCW)

Attached is the letter dated April 8, 2015 of Dir. Oscar F. Valenzuela, Acting Executive Director, Office of the President of the Philippines, Anti-Terrorism Council Program Management Center (ATC-PMC) as the designated Secretariat of the Philippine National Authority on Chemical Weapons Convention (PNA-CWC) informing on the following vacant post in the Organisation for the Prohibition of Chemical Weapons (OPCW).

1. Evaluation Officer, P-3
Verification Division

Prospective applicants shall submit their applications for the vacancy **online** through the OPCW's website: www.opcw.org. Deadline for the submission of applications is on **May 1, 2015**.

For information and guidance.

Please confirm the dissemination of this circular throughout your offices within 15 days from receipt hereof.

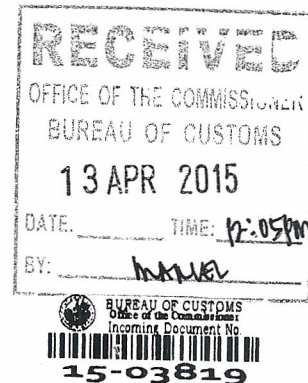

ARTURO M. LACHICA, CESO II
Deputy Commissioner
Internal Administration Group

Office of the President
of the Philippines
Malacañang

ANTI-TERRORISM COUNCIL
PROGRAM MANAGEMENT CENTER

08 April 2015

COMMISSIONER JOHN PHILLIP P. SEVILLA
Bureau of Customs (BOC)
Department of Finance (DOF)
South Harbor, Gate 3, Port Area
Manila City



Dear Commissioner Sevilla:

The Anti-Terrorism Council-Program Management Center (ATC-PMC), the designated Secretariat of the Philippine National Authority on the Chemical Weapons Convention (PNA-CWC)*, endorses the hereunder described vacant post in the Organisation for the Prohibition of Chemical Weapons (OPCW):

1. **EVALUATION OFFICER, P-3 (See ANNEX A)**
Verification Division

Notice of candidature for the above post should reach the OPCW by **01 May 2015**.

The ATC-PMC strongly advises prospective applicants to submit their applications for the vacancy **online** through the OPCW's website: www.opcw.org. Details about the functions, requirements and annual salary are also available online.

Furthermore, applications from qualified female candidates are highly encouraged.

Should there be any query, concern or need for assistance on this matter, please contact the PNA-CWC Secretariat at telephone number 784.4286 loc 4860 or through email at pna.secretariat@gmail.com.

Maraming salamat.

Very Truly Yours,


OSCAR F. VALENZUELA
Acting Executive Director

*Executive Order No. 39 (s. 2011): Designating the Anti-Terrorism Council as the Philippine National Authority on the Chemical Weapons Convention and other Disarmament Issues

Evaluation Officer (P-3) re-advertised

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Post Level : P-3
Vacancy Ref : E-VER/DEB-DVE(CD)/EO/F0210/re-adv/P-3/57/10-14
Branch : Declarations Branch
Division : Verification Division
Date : 2 April 2015

Closing Date : 1 May 2015 (23 days left)

This fixed-term appointment is for a duration of three 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.

Principal Functions

Under the general supervision of the Head of Declaration Validation and Evaluation (Chemical Demilitarisation), and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the incumbent performs the following duties:

- Analyse and evaluate the contents of verification related information States Parties and information generated by verification activities for timeliness, completeness, accuracy and consistency;
- Represent the Secretariat to resolve ambiguities/inconsistencies arising from appraisal of declaration related submissions with respective States Parties;
- Provide accurate, complete and timely inputs to DEB reports on declarations to authorised recipients, including Director General and Policy Making Organs of the OPCW (the Executive Council and the Conference of States Parties);
- Assess progress of Chemical Weapons Demilitarisation by States Parties in relation to CW, CWPF, Old/Abandoned CW milestones stipulated by the CWC;
- Evaluation of other declarations and amendments and associated reporting;
- Review and development section's business processes and procedures to ensure that relevant Standard Operating Procedures (SOP), Work Instructions (WI), Quality Documents (QDOC) and Manuals are observed in daily work;
- Lead the section in cases of absence of the Section Head and perform other duties as required.

Requirements

Knowledge and Skills

Education (Qualifications):

Essential:

Advanced university degree, preferably in Chemistry or Chemical Engineering. A first level university degree in combination with qualifying experience (minimum 7 years) may be accepted in lieu of the advanced university degree. An advanced degree in Business Management, Information Technology or related fields in combination with a first level degree in Chemistry and/or relevant experience with the CWC may be taken into consideration. The lack of a degree may be off-set with relevant specialised training in combination with a minimum of 11 years of qualifying experience.

Skills and Abilities (key competencies):

- Flexibility and the ability to work independently using initiative to resolve problems;
- Good planning and organisational skills;
- Good interpersonal and proven communication (oral and written) skills, including ability to summarise and present very complex information clearly and logically both in writing and verbally;
- Computer literacy, including Windows-based programmes with a concentration in database design;
- Strong customer focus;
- Personal qualities should include tact, accuracy and discretion and the ability to work harmoniously in a multi-cultural environment and create a positive and productive team environment;
- Appreciation of the need to observe confidentiality in a highly-sensitive work area;
- Commitment to continuous learning is essential.

Experience

Essential:

At least five years of related experience in information research, handling and analysis in public organisation, chemical industry or in the military. Hands-on experience in preparation and development of reports, handbooks,