



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

February 1, 2016

CUSTOMS MEMORANDUM CIRCULAR
NO. 14-2016

TO: All Deputy Commissioners
All Directors
All District / Port Collectors
and Others Concerned

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

Attached is the letter dated January 6, 2016 of Director Oscar F. Valenzuela, Anti-Terrorism Council Program Management Center, Office of the President, announcing the following vacant posts in the Organisation for the Prohibition of Chemical Weapons (OPCW):

1. Head, Support Services P-4
Administration Division
2. Legal Officer-Individual Contractor (Special-Services Agreement), P-2
International Cooperation and Assistance Division
3. Inspector (Chemical Production Technologist), P-4
Inspectorate Division
4. Treasury Officer, P-2
Administration Division

Prospective applicants are advised to submit their applications online through the OPCW's website at www.opcw.org.

For your information.

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


ALBERTO D. LINA
Commissioner



Office of the President
of the Philippines
Malacañang

ANTI-TERRORISM COUNCIL
PROGRAM MANAGEMENT CENTER/
PHILIPPINE NATIONAL AUTHORITY
ON THE CHEMICAL WEAPONS CONVENTION SECRETARIAT

Karen,
pls endorse to our
thanks.
HR.
Cesar



06 January 2016

COMMISSIONER ALBERTO D. LINA
Bureau of Customs (BOC)
Department of Finance (DOF)
South Harbor, Gate 3, Port Area
Manila City

#16-00060
c.f.
Jan. 12, 2016

Dear Commissioner Lina:

The Republic of the Philippines, as a State Party to the Chemical Weapons Convention (CWC), endorses the following vacant posts in the Organisation for the Prohibition of Chemical Weapons (OPCW), through the Anti-Terrorism Council-Program Management Center (ATC-PMC), the designated Secretariat of the Philippine National Authority on the Chemical Weapons Convention (PNA-CWC):

- 1. Head, Support Services, P-4 (See ANNEX A)**
Administration Division
Notice of candidature for the above post should reach the OPCW by **21 January 2016**
- 2. Legal Officer-Individual Contractor (Special-Services Agreement), P-2 (See ANNEX B)**
International Cooperation and Assistance Division
Notice of candidature for the above post should reach the OPCW by **21 January 2016**
- 3. Inspector (Chemical Production Technologist), P-4 (See ANNEX C)**
Inspectorate Division
Notice of candidature for the above post should reach the OPCW by **24 January 2016**
- 4. Treasury Officer, P-2 (See ANNEX D)**
Administration Division
Notice of candidature for the above post should reach the OPCW by **05 February 2016**

The PNA-CWC Secretariat 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 Ms. Nazrin Camille D. Castro at email address pna.secretariat@gmail.com.

Maraming salamat.

Very Truly Yours,

OSCAR F. VALENZUELA
Acting Executive Director

Proceed to Apply

Back to Vacancies

Post Level : P-4
 Vacancy Ref : E-ADM/PSB/HSS/ re-adv /F0126/P-4/81/12-15
 Branch : Procurement and Support Services Branch
 Division : Administration Division
 Date : 22 December 2015

Closing Date : 21 January 2016 (15 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 Administration Division of the Technical Secretariat (TS), the Procurement and Support Services Branch delivers with its three sections, core administrative services to the Organisation in the area of Procurement, Infrastructure Services, and Support Services. The OPCW is seeking to recruit a new head of the Support Services Section. This section manages with 10 General Services staff the fixed assets, travel, transportation and shipment, visa- and UNLP administration, insurance portfolio and the provision of office supplies to the TS. The section is primarily a service organisation in which the incumbent, in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, performs the following duties:

3.1 Management of the Section

- Ensures the delivery of high quality services in the areas of transport, shipping operations, staff and non-staff travel, visas and UNLP's, official vehicles and drivers, inventory, office supplies and insurances. Ensures the section functions smoothly and effectively in a customer oriented manner;
- Gives expert advice on policies, rules, regulations and procedures governing OPCW travel, transportation, shipping, visas and UNLPs, and office supplies, and coordinates with clients their implementation;
- Manages the (performance of the) commercial contracts of the section, including those of the travel implant, shipment company and office supplies;
- Prepares and manages the annual programme and budget;
- Leads and actively works with business representatives and the ERP project team in the planning, launching, implementation and use of an asset management and travel solution in the ERP system.

3.3 Travel and shipment

- Manages OPCW travel and the shipment of household goods and personal effects;
- Manages the Organisation's automated travel processing system; expedites administrative procedures, seeks efficiency gains and reduces costs;
- Negotiates with travel agents, airlines, hotels and removal companies to ensure the best quality and financial advantage.

3.4 Visas and UNLPs

- Ensures that travel documents and visas for the purpose of

Requirements

Knowledge and Skills

Education (Qualifications):

Essential: An advanced university degree in Business Administration, Logistics, Commerce, Finance or related fields.

A first level university degree in combination with qualifying experience (minimum 9 years) may be accepted in lieu of the advanced university degree.

Equivalent or specialized training in combination with at least thirteen years of relevant professional experience may be accepted in lieu of a university degree.

Desirable: Additional qualification or certification in travel management, logistics, asset management or related field.

Required Certification (if applicable): NA

Skills and Abilities (key competencies):

- Proven ability to manage multi-cultural teams and to create an enabling work environment, including the ability to effectively supervise, mentor, train, develop and evaluate staff;
- Knowledge of and ability to interpret and apply administrative policies, practices and procedures common in the United Nations system or in an international organisation; Ability to find workable and appropriate suggestions and solutions to administrative problems;
- Demonstrated knowledge of and ability to draft, negotiate and interpret contracts and agreements in English;
- Excellent negotiating skills and ability to deal with conflicting interests; ability to persuade others to reach agreement on complex issues;
- Demonstrated ability to provide seasoned technical advice across the whole range of travel, transportation, and supply functions;
- Excellent judgement, accuracy and initiative when dealing with customers and stakeholders;
- Excellent interpersonal skills, including the

- inspections and other official travel are obtained;
- Ensures the availability and administration of United Nations Laissez-Passers (UNLPs);
 - Prepares reports for the TS and the Policy Making Organs on the status of the implementation of the provisions of the CWC on visa;
 - Maintains up to date and supervises the implementation of internal procedures for the acquisition of travel documents, visas and UNLPs.

3.5 Transport

- Manages the drivers, ensuring that drivers perform their duties within the limits of the applicable (traffic) laws, rules and regulations and in accordance with the highest safety-, -service- and efficiency requirements;
- Ensures that drivers scheduling is time- and cost-effective;
- Manages the official vehicle fleet (7) for maintenance, repairs, replacements, investigation and reporting of incidents.

3.6 Insurance

- Manages the insurance contracts related to travel, transportation, public liability, and marine cargo;
- Advises staff members on insurance coverage;
- Plans and holds regular meetings with insurance companies to suggest improvements to their services and discuss premium developments.

3.7 Fixed assets/Supplies

- Co-ordinates the tracking of assets and write-offs with Heads of Asset Holding Units according to IPSAS standards;
- Functions as Secretary of the Property Survey Board;
- Arranges for the cost effective and efficient provision of office supplies, including supplies budget preparation.

- ability to establish and maintain partnerships and working relationships with staff and clients at all levels with sensitivity and respect for diversity;
- High degree of tact, discretion, and integrity and proven ability to maintain confidentiality;
- Sound analytical skills: Ability to carry out tasks independently, apply judgement, exercise initiative and make proposals;
- Strong organising skills to establish priorities and manage various tasks in parallel and maintain deadlines;
- Good computer skills and knowledge of Microsoft Office 2010 (Word, Outlook, Excel, Powerpoint).

Experience

Experience:

Essential:

A minimum of 7 years of progressively responsible and recent managerial experience, routinely dealing with general services/logistics/travel/visa/asset control operations (or a combination thereof), preferably in an international or governmental organisation. Knowledge of best practices in travel, transport and shipment, insurance and supplies and experience in developing and implementing related policies and strategies. Experience with budget management and fixed asset control according to the IPSAS standards.

Desirable:

Extensive experience in a similar management position in a UN Agency/International Organisation.

Experience in the implementation of an ERP system relevant to asset management and travel related processes (both financial and non-financial).

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.

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 December 2015 rate of 33.0%.

	With Dependants	No Dependants
Annual Salary	\$73,338	\$68,294
Post Adjustment	\$24,201	\$22,537
Total Salary	\$97,539	\$90,831
Currency	USD	

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.

Proceed to Apply

Back to Vacancies

Post Level : P-2
 Vacancy Ref : E-ICA/IPB/IC1502/LO/80/12 -15
 Branch : Implementation Support Branch
 Division : International Cooperation and Assistance
 Division
 Date : 31 December 2015

Closing Date : 21 January 2016 (15 days left)

This appointment is for a period of 9 months, starting date January 2016.

Principal Functions

Purpose of the post & Principal Functions

Under the supervision of the Head of IPB and technical guidance of the Implementation Officer (Legal), the incumbent performs the following duties:

1. Provides tailor-made legal assistance to States Parties in implementing their obligations under Article VII of the Chemical Weapons Convention (CWC), inter alia:
 - Provides written and oral advice to National Authorities/legislators in States Parties on CWC obligations and on the different legislative and regulatory approaches to national implementation;
 - Contributes to evaluation and assessment of national implementing measures in force in States Parties, and reviews draft national implementing legislation and regulations submitted to the Implementation Support Branch (IPB) and provides comments and advice thereto;
 - Supports Implementation Officer (Legal) in conducting bilateral meetings with States Parties to discuss national implementation-related issues;
2. Provides legal advice or information within the Technical Secretariat and to the Policy Making Organs regarding the status of implementation of Article VII of the CWC, inter alia:
 - Contributes to the preparation of the annual reports to the Policy Making Organs on the status of implementation of Article VII of the CWC;
 - Provides information within the Technical Secretariat on national implementation, as required;
 - Coordinates and participates in informal consultations on Article VII-related issues and assist the Head of IPB and the Facilitator in this regard;
 - Under the guidance of the Implementation Officer (Legal), contributes to delivery of technical presentations and discussions on the Article VII legislative framework at relevant IPB capacity building events, including the internship for legal drafters and influential visitors programme;
 - Prepares and provides inputs on legislation in preparation of backgrounders, briefings and relevant documents for HIPB and senior management.
3. Performs administrative tasks related to legislation under Article VII implementation, inter alia:
 - Maintains and updates internal databases and archive of Article VII-related folders to be accessible by IPB colleagues as deemed necessary;

Requirements

Knowledge and Skills

Education: University degree in Law

Knowledge and skills:

- Excellent communication skills - both written and oral; good negotiation skills;
- Proficiency in legal drafting skills;
- Strong analytical skills and ability to conduct legal research;
- A well-developed sense of judgement;
- Ability to plan and organise, and to work under pressure of time and urgent deadlines;
- Flexibility and problem solving skills;
- Tact and discretion;
- Ability to work in a team and to establish and maintain effective working relationships with people of different national and cultural backgrounds;
- Availability for travels.

Desirable:

Ability to draft and to conduct negotiations in English.

Experience

- At least 2 year of experience in an international organisation or government, preferably with emphasis on International Law;
- Good knowledge of the Chemical Weapons Convention and OPCW, some experience in providing capacity building support in relation to the national implementation of Article VII of the CWC;
- Previous experience in dealing with Member States of OPCW is desirable;
- Knowledge and experience of IPB work and reporting cycle would be an asset.

- Registers and reviews Article VII(5) submissions made by States Parties;
 - Drafts, sends and files correspondence to States Parties, such as note verbales, letters, and e-mails;
4. Performs other duties as required.

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.

Fee

A monthly fee will be paid. This is not a staff position and all other costs to be borne by the consultant. (Inc. tax and insurance).

Monthly rate: Fee range from Euros 4,456.88 per month to Euros 5,077.59 depending on experience.

	With Dependants	No Dependants
Annual Salary	\$0	\$0
Post Adjustment	\$0	\$0
Total Salary	\$0	\$0
Currency		EUR

Post Level : P-2
 Vacancy Ref : E-ADM/FIN/TO/P-2/F0473/75/12-15
 Branch : Finance and Accounts
 Division : Administration Division
 Date : 22 December 2015

Closing Date : 5 February 2016 (30 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

OBJECTIVES of the organisational unit:

The Finance and Accounts Branch ensures the sustained confidence of the Executive Management and States Parties in the financial management of the Secretariat. In this connection, the Branch organises, maintains and applies best practices in financial management within a sound internal control framework with integrity and transparency, providing effective and efficient financial/administrative support across the Organisation for all sources of funds in accordance with applicable Financial Regulations and Rules with relevant reporting at all levels, both internally and externally.

Under the supervision of the Head, Finance and Accounts, and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, you will perform the following core tasks:

- Manage the investments of the OPCW surplus funds in the regular budget, trust funds and other funds, keeping the highest standard with regard to capital preservation, liquidity and rate of return of the invested funds, and in accordance with all Financial Regulations, Rules and Directives;
- Review all transactions affecting the OPCW cash holdings. This includes ensuring that the method of outgoing payments is appropriate, i.e. cash, electronic transfers, prepaid cards, credit cards, and that the method of payment is the most efficient method and least costly in bank fees;
- Ensure incoming funds are recorded properly into the organisation's accounts;
- Analyse, on a daily basis, the organisation's cash position to ensure that sufficient funds are available and the rest is invested for optimum returns;
- Analyse short- and long-term cash inflows and outflows and prepare cash flow forecast reports in order to meet operational requirements;
- Review cash management procedures to ensure that the organisation's funds are secure and that strong internal controls are in place to prevent loss and fraud;
- Make proposals for the organisation's investment policy and recommend changes to the policy when necessary;
- Collect and analyse financial information with regard to interest rates, banks' credit ratings, and foreign currency requirements and their exchange rates and report this information to the Investment Committee on a regular basis along with the performance of the investments of the OPCW;
- Act as Secretary of the Investment Committee (IC) in charge of preparing and coordinating the regular Investment Committees and

Requirements

Knowledge and Skills

Education (Qualifications):

Essential: An advanced university degree in Business Administration, Accounting or Finance. A first level university degree in combination with qualifying experience (minimum 4 years) may be accepted in lieu of the advanced degree.
 Desirable: Membership of a recognised professional accountancy body or association of financial/investment advisors.

Required Certification (if applicable): NA

Skills and Abilities (key competencies):

- High level of integrity
- Good knowledge of cross-border banking operations, investments and currency markets;
- Proven communication skills: Ability to prepare management reports and to make effective presentations;
- Keeps abreast of the latest technology in banking and treasury areas;
- Discretion, tact, accuracy, and an eye for details are required;
- Personal qualities should include the ability to work harmoniously with colleagues from many different countries and cultural backgrounds.
- Ability to plan and coordinate complex projects or programmes; complete assigned work within allocated time and supervise and monitor the work of others;
- Ability to analyse and interpret financial data, maintain accurate records and provide authoritative advice;
- Ability to handle large volume of work and make timely decisions under stressful conditions;

following up on the implementation of the IC's recommendations;

- Manage the daily treasury operations and execute payments to ensure that the areas of responsibility are being accomplished efficiently and effectively;
- Prepare the daily bank position, cash flow forecast, and monthly investment and cash reports;
- Manage the banking relationships of the OPCW and the Provident Fund and review and maintain the contracts with banks;
- Liaise with UNDP in order to ensure the cash collections and returns of external events
- Act as a bank signatory of the OPCW and execute the electronic payments of the OPCW and the Provident Fund;
- Interact with internal and external auditors regarding their audit observations;
- Send instructions to the financial institutions managing the Provident Fund and provide support to the Head of the Finance and Accounts Branch in her/his role of Secretary of the Provident Fund;
- Perform other duties as required.

Experience

Essential:

Minimum of 2 years (with an advanced degree) or at least 4 years (with a first level university degree) of related experience in cash management, banking or accrued accounting. Knowledge of electronic banking and financial software. Proven supervisory and communication skills.

Desirable: Knowledge of practices within the UN common system is desirable.

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.

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 December rate of 33.0%.

	With Dependants	No Dependants
Annual Salary	\$50,420	\$47,292
Post Adjustment	\$16,639	\$15,606
Total Salary	\$67,059	\$62,898
Currency		USD

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.

Inspector (Chemical Production Technologist) (P-4)

Proceed to Apply

Back to Vacancies

Post Level : P-4
Vacancy Ref : E-INS/ITP/ICPT/P-4/F0285/77/12-15
Branch : Inspection Team Personnel
Division : Inspectorate Division
Date : 11 December 2015

Closing Date : 24 January 2016 (18 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 and other internal legislation 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.

Former OPCW staff who have served a minimum of 7 years as an Inspector in the Technical Secretariat (TS) and had a break in service of one year can apply, in accordance with the decision C-19/DEC.11 of the Conference of States Parties.

The Director-General retains the discretion not to make any appointment to this vacancy, or to make an appointment with a modified job description. Several vacancies may be filled.

Any internal applications will be considered under the relevant promotion Directive.
Reporting date: 1 May 2016

Principal Functions

Under the supervision of the Director of the Inspectorate (DOI), and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the post holder performs the following main duties:

Provide Technical Advice and Support to the Inspectorate and Other Units of the Technical Secretariat.

Lead all relevant types of inspections under Articles IV, V, VI, IX and X of the CWC:

- 1. Direct Inspection Planning and Preparation
 - Co-ordinate the pre-inspection phase of the inspection, managing a team of up to 16 inspectors (potentially significantly larger in the case of Article IX Challenge Inspections and Article X Investigations of Alleged Use)
 - Assign tasks/roles to inspection team members for preparation and execution of the inspection
 - Prepare a written inspection plan
- 2. Direct and Oversee all On-site Verification Activities
 - Officiate as the ranking on-site representative of the OPCW Technical Secretariat.
 - Ensuring the safe arrival of both inspection team and equipment to the designated point of entry (POE) of an inspected State Party (iSP).
 - Supervise the POE procedures, including immigration formalities, inspection equipment checking, and mandate hand-over. Agree timelines and terms of reference with the designated representative of the government of an iSP.
 - Review the proposed inspection plan based on the pre-inspection briefing provided by an iSP and modify as required.
 - Manage the inspection team to ensure that the aims of the inspection mandate are fulfilled.
 - Negotiate with the inspected State Party through the use of diplomatic and technical negotiation skills to resolve issues that may arise during the mission.
 - Provide situation reports on the inspections progress and

Requirements

Knowledge and Skills

Education:

A advanced university degree in Chemical engineering or chemistry or closely related field, a first level University Degree in combination with qualifying experience (minimum 9 years) may be accepted in lieu of the advanced University Degree. Certified relevant training together with extensive relevant technical background and a minimum of 13 years' experience may also be considered

Skills and Abilities (key competencies):

- Ability to plan and organise complex activities to achieve established goals
- Ability to analyse data and develop conclusions for implementation
- Team leadership skills
- Align work and priorities with broader team/organisational goals
- Ability to deal with complex inspection issues and interpret procedures and guidelines in order to adapt them to cover complex inspections
- Ability to communicate both verbally and in writing with specific reference to the outcome of inspections and the required reporting
- To be able to deliver training as necessary and to prepare documents of a technical nature
- Able to work in diverse inspection environments
- Demonstrable ability to work in a multi-cultural inspection environments
- Conflict management skills and well developed negotiation experience.

ad hoc communication with the Inspectorate on operational matters and with the Verification Division on verification issues.

- Ensure the effective utilisation of all inspection equipment during the inspection.
- Analyse and interpret the various types of information gathered on site and its relevance to the aims of the mission.
- Manage inspection time lines to ensure the completion of the inspection within the relevant time frame.
- Report the findings of the inspection on site, acting as editor in chief for the preparation of the
- Preliminary Findings Report (PF) or in the case of ongoing monitoring missions an Interim Report.

3. Direct All Post Inspection Activities

- Debrief senior management and representatives of the Verification Division.
- Discuss and clarify issues related to an inspection with representatives of Verification Division.
- Complete the Final Inspection Report within the 10 day timeline set by the Convention.
- Participate in review of iSP comments on the Final Inspection Report and in preparation of the Closure Letter to an iSP.

Undertake any Special Duties and Tasks as Directed by the DG.

- Officiate for other appointments of same or similar grade within other units of the Technical Secretariat.
- Assist the DG/DDG/DOI on technical issues during their visits to a State Party(s).

All candidates will have to undergo a special fitness test when recruited, including a pre-employment physical to ensure an adequate fitness level and heat tolerance in order to wear respirators, SCBA and Fully Encapsulated Protective Ensemble.

Experience

- At least 7 years with an advanced degree, 9 with a first degree and 13 years with specialised training
- Experience in Chemical Process operations, plant design, chemical process development, process safety evaluation, audits or related technical functions in the chemistry industry.

Languages

Fluency in verbal and written English is essential, including ability to lecture at training courses and prepare documents requiring technical accuracy and high quality. Good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.

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 December 2015 rate of 28.6 %.

	With Dependants	No Dependants
Annual Salary	\$73,338	\$68,294
Post Adjustment	\$20,975	\$19,532
Total Salary	\$94,313	\$87,826
Currency	USD	

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

Interested applicants who do not have internet access, and are unable to submit an application online at www.opcw.org, may complete the OPCW Personal History Form and send it via fax, no. +31 (0)70 4163790, or mail.

- 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.



Republic of the Philippines
Department of Finance
Bureau of Customs
1099 Manila

Internal Admin. Group
Received by: ^{DRK} VICKY REYES
Date: 01-14-16
Time: 10

1st Indorsement
12 January 2016

Respectfully forwarded to **Dir. EXEQUIEL C. CEMPRON**, Officer-in-Charge, Deputy Commissioner, Internal Administration Group, the herein-attached letter from Mr. Oscar F. Valenzuela, Acting Executive Director, Philippine National Authority on the Chemical Weapons Convention (PNA-CWC), relative to the vacant positions in the Organisation for the Prohibition of Chemical Weapons (OPCW).

Thank you.

ANDRIA E. FRAGO
Chief, External Affairs Committee Secretariat