



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

MASTER COPY

November 10, 2015

CUSTOMS MEMORANDUM CIRCULAR
NO. 156-2015

TO: All Deputy Commissioners
All Directors / District and Port Collectors
All Chiefs of Divisions Concerned

SUBJECT: *Announcement of Vacant Posts in the Organization for the Prohibition of Chemical Weapons (OPCW)*

Attached is the letter dated November 3, 2015 of Acting Executive Director Oscar F. Valenzuela, Philippine National Authority on the Chemical Weapons Convention Secretariat endorsing the Vacant Posts in the Organization for the Prohibition of Chemical Weapons (OPCW), with the information that perspective applicants are advised to submit their applications online through the OPCW's website: www.opcw.org.

For your information and guidance.

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


ALBERTO D. LINA
Commissioner



NOV 12 2015

Office of the President
of the Philippines
Malacañang

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

03 November 2015

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

15-00923
EXTERNAL AFFAIRS COMMITTEE
RECEIVED BY: C.F.
DATE: NOV. 6, 2015
TIME: 13:40

RECEIVED
OFFICE OF THE COMMISSIONER
BUREAU OF CUSTOMS
3:45
DATE: 05 NOV 2015
TIME:
BY: BUREAU OF CUSTOMS
Office of the Commissioner
Incoming Document No
15-21538

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):

- IMPLEMENTATION OFFICER (Legal), P-3 (See ANNEX A)**
International Cooperation and Assistance Division
Notice of candidature for the above post should reach the OPCW by **27 November 2015**.
- VARIOUS HEAD OF INSPECTION TEAM CELL, P-5 (See ANNEX B)**
Head of Capacity Building & Contingency Planning Cell
Head of Inspection Team Cell B (Demilitarization)
Head of Inspection Team Cell C (Industry)
Head of Inspection Team Cell D (Safety and Chemistry)
Inspectorate Division
Notice of candidature for the above post should reach the OPCW by **02 December 2015**.

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.

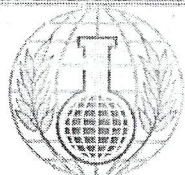
Furthermore, applications from qualified female candidates are highly encouraged.

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



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

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

VACANCY NOTICE

Post Title:	Implementation Officer (Legal) (P-3)	Date:	28 October 2015
Post Level:	P-3	Closing Date:	27 November 2015
Vacancy Ref:	E-ICA/IPB/IO/F0706/P-3/66/10-15		
Division:	International Cooperation and Assistance		
Branch:	Implementation Support Branch		

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	Requirements
<p>Under the supervision of the Head of the Implementation Support Branch and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the incumbent performs the following duties:</p> <ul style="list-style-type: none"> • Functions as Programme Manager in planning and coordinating the implementation of programmes and activities to pursue the organisation's objectives related to national implementation, including the Internship Programme for Legal Drafters and National Authorities' Representatives; • Provides legal support and advice to ensure that Member States realise their obligations regarding peaceful use of Chemistry through economic and technological development under Article XI, and the full and effective national implementation under Article VII of the CWC; • Prepares, guides and coordinates the preparation of the annual reports on the status of implementation of Article VII of the Convention and follows up on its adoption by Conference of States Parties; • Provides advice on different legislative approaches and reviews draft legislation submitted by States Parties to ensure that they are aligned to the CWC and other legal instruments; • Formulates and develops new initiatives to assist States Parties with expediting legislation, including managing the Legislative Assistance and Support Tool; • Coordinates proper management and update of the IPB internal databases and national implementation records, IPB document management system and IPB portal; • Conducts research and analysis of chemical industry and policy related reports including the inspection reports and identify the latest trends and emerging issues in chemical industry that require to be addressed with legislation; • Participates and provides substantive inputs on legislation at relevant IPB events; serves as IPB focal point for the UNSC 1540 Committee and Open-ended working group on terrorism; • Drafts a range of correspondence, documents, reports, background documents and other inputs on behalf of the Head of the Branch; prepares and collects background information for meeting with States Parties; • Participates in the intergovernmental consensus-building aspect of the work of the division on issues pertaining to legal aspects of chemical weapon prohibition under the Convention in accordance with the provision of the relevant articles; 	<p>Education (Qualifications):</p> <p>Essential:</p> <ul style="list-style-type: none"> • Advanced university degree in Law, preferably with specialisation in International Law or related fields; • A first level university degree in combination with qualifying experience (minimum 7 years) may be accepted in lieu of the advanced university degree. <p>Desirable:</p> <ul style="list-style-type: none"> • A qualification in Diplomacy and External Relations or related fields. <p>Skills and Abilities (key competencies):</p> <ul style="list-style-type: none"> • Excellent communication skills – both written and oral; • Good negotiation 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; • Ability to reprioritize on tight deadlines; • Tact and discretion; • Ability to work individually and in a team and to establish and maintain effective working relationships with people of different national and cultural backgrounds; • Solid computer skills (eg. Windows, MS Office). <p>Experience:</p> <p>Essential:</p> <ul style="list-style-type: none"> • At least 5 years of relevant working experience in international organisations and/or government service, in the areas of International Law, Disarmament or related field; or 7 years with first level degree. • Practical knowledge of the drafting of legal documents and agreements is required; • Fluency in English and working level of Spanish or French. <p>Desirable</p> <ul style="list-style-type: none"> • Direct experiences in planning and implementation of capacity building programme, preferably with

- Provides accurate and timely information and advice related to legislation aspect of the Article VII; to different OPCW divisions Outreaches to enhance understanding and awareness of CWC and national implementation by at different fora; Performs other duties as required.

- international organisations;
- Knowledge of and experience in dealing with Chemical Weapons Convention or relevant disarmament treaties is desirable.

Languages:

Fluency in English is essential and a good working knowledge of French or 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 **October 2015 rate of 35.5%**.

	With Dependants	No Dependants
Annual Salary (US dollars)	\$ 60,813	\$ 56,766
Post Adjustment	\$ 21,589	\$ 20,152
Total Salary	\$ 82,402	\$ 76,918

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.

There are job advertisements and offers that falsely state that they are from the OPCW.

October 2015/kh

		ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW) Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands VACANCY NOTICE													
Post Title:	Various Heads of Inspection Team Cell	Date:	19 October 2015												
Post Level:	P-5	Closing Date:	02 December 2015												
Vacancy Ref:	E-INS/HITC/F0267/P-5/64/10-15	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.													
Division:	Inspectorate														
Branch:	Inspectorate Team Personnel														
Principal Functions		Requirements													
Under the supervision of the Director of the Inspectorate and in accordance with the OPCW Core Values of <i>Integrity, Professionalism</i> and <i>Respect for Diversity/Gender Equality</i> , the Head of an Inspection Team Cell will lead a Team Cell in one of the following areas: <ul style="list-style-type: none"> Capacity Building & Contingency Planning Demilitarization Industry Safety and Chemistry As the Head of Team Cell you will provide reports and manage resources needed for projects led by the Team Cell in the respective areas. <p>You will manage and supervise Mission Leaders and Inspectors under projects of your Team Cell.</p> You will provide technical advice and support to other units of the Technical Secretariat of the OPCW. You will lead the most critical inspections under the relevant articles as applicable. This includes: <ul style="list-style-type: none"> Direct inspection planning and preparation Direct and oversee all on-site verification activities Direct all post inspection activities As assigned, you will undertake any special duties and tasks as directed by the Director-General of the OPCW. <p>For full details of the post, please refer to the detailed descriptions by going to the following links:</p> Head of Capacity Building & Contingency Planning Cell: http://ow.ly/Ttq6Q Head of Inspection Team Cell B (Demilitarization): http://ow.ly/Ttqcl Head of Inspection Team Cell C (Industry): http://ow.ly/Ttqhf Head of Inspection Team Cell D (Safety and Chemistry): http://ow.ly/Ttqmn		Knowledge and skills: <ul style="list-style-type: none"> An advanced university degree in a relevant field as applicable (please refer to the detailed descriptions); a first level university degree in combination with qualifying experience (minimum 12 years) may be accepted in lieu of the advanced university degree. Demonstrated leadership with a focus to assure business results are achieved through and with people; Demonstrable strategic thinking; Proven ability to learn quickly and thoroughly while continually recognizing and adapting to changing conditions is critical; The ability to stay focused on results and take quick decisions despite rapidly changing environmental conditions; Innovative and creative problem solving skills; The ability to influence, and stimulates others to action by effective delegation of work and responsibilities; Able to work harmoniously in a multi-cultural environment, have excellent negotiating skills, conflict management skills, and an ability to enhance the effectiveness of a team; Able to deal with complex issues and interpret procedures and guidelines in order to adapt them to cover complex situations; Able to deliver training courses for capacity building both internally and externally; Able to communicate effectively, both verbally and in writing reports; Able to work in diverse environments and travel frequently; Solid computer skills (e.g. Windows, MSOffice). Experience: For the full details please refer to the detailed descriptions <ul style="list-style-type: none"> A minimum of 10 years relevant experience with and advanced degree, 12 years relevant experience with first level degree or 20 years relevant experience with high school diploma with equivalent or specialized training; Other experience as applicable. 													
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