



The Sierra Leone Gazette

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Freetown 25th October, 2018

Govt. Notice No. 439

APPOINTMENT

ACCOUNTANT GENERAL'S DEPARTMENT

Williams, Richard S., Accountant General, 2.8.17.

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

Sesay, Osman, Messenger, 1.4.17.

Kebbay, Kawusu, Director, 1.12.15.

MINISTRY OF HEALTH AND SANITATION

Koroma, Ramatu, Basic Speciality Nurse, 1.6.17.

Tailu, Doris J., Basic Speciality Nurse, 1.6.17.

Jalloh, Mariama J., Basic Speciality Nurse, 1.6.17.

Jalloh, Ramatulai, Basic Speciality Nurse, 1.6.17.

Kamara, Martha P., Basic Speciality Nurse, 1.6.17.

Michael, Hawa M., Basic Speciality Nurse, 1.6.17.

Kamara, Margaret, Caterer, 1.1.16.

Sannah, Maclean N., Medical Officer, 1.11.17.

George, Gladys, Stewardess, 1.1.16.

PROMOTION

ACCOUNTANT GENERAL'S DEPARTMENT

Lobba, Naomi M., Senior Accountant, 1.3.17..

Yokie, Mathew S., Principal Accountant, 1.12.16.

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

Kenja, Justin M., Deputy Secretary, 1.6.16.

MINISTRY OF HEALTH AND SANITATION

King, Matilda B., Senior Medical Officer, 1.1.10.

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Annual Subscription:-Inland-Le350,000.00, Overseas-Le2,750,000.00

To be purchased from the Government Bookshop, Wallace Johnson Street, Freetown. Price:-Le5,000.00 G.P. O/155/18/900/10.18.

MINISTRY OF INTERNAL AFFAIRS

Lamin John F., Senior Procurement Officer, 1.11.15.

OFFICE OF THE PRESIDENT

Kargbo, Mohamed A., Senior Procurement Officer, 1.11.15.

MINISTRY OF TRADE AND INDUSTRY

Koroma, Ashim S., Senior Procurement Officer, 1.11.15.
Thompson, Charles M., Chief Director, 1.3.16.

CONFIRMATION OF APPOINTMENT

MINISTRY OF AGRICULTURE FORESTRY AND FOOD SECURITY

Turay, Brima, Animal Production Officer, 1.7.13.
Mansaray, Andrew A., Irrigation Engineer, 1.4.16.

MINISTRY OF DEFENCE

Surrur, Hellen I., Higher Executive Officer, 1.1.16.

MINISTRY OF EDUCATION SCIENCE AND TECHNOLOGY

Kabba, Umaru K., Procurement Officer, 20.4.16.

MINISTRY OF FISHERIES AND MARINE RESOURCES

Daboh, Foday M., Fisheries Officer, 2.6.16.
Kamara, Mohamed, Fisheries Officer, 2.6.16.
Sesay, Alfred L., Fisheries Officer, 2.6.16.

MINISTRY OF INFORMATION AND COMMUNICATION

Davies, Dela, ICT Officer, 13.11.16.
Kamara, Mohamed A., ICT Officer, 1.6.16.
Koroma, Capri L., Senior ICT Officer, 31.1.15.
Lamin, Fallah I., ICT Manager, 1.2.15.

MINISTRY OF LABOUR AND SOCIAL SECURITY

Sesay, Foday, Assistant Secretary, 1.9.15.

MINISTRY OF SPORT

Barrie, Ibrahim, Executive Officer, 1.9.14.

MINISTRY OF SOCIAL WELFARE, GENDER AND CHILDREN'S AFFAIRS

Kargbo, Aminata J., Senior Social Service Officer, 1.4.16.

MINISTRY OF TRADE AND INDUSTRY

Akonie, Abna, Trade Monitor, 1.12.16.
Awuta-Coker, Eugenia S. A., Trade Monitor, 1.12.16.
Bah, Chernor M., Trade Monitor, 1.12.16.
Bangura, Momoh S., Trade Monitor, 1.12.16.
Bangura, Yusufu A., Trade Monitor, 1.12.16.
Genda, Hawa, Trade Monitor, 1.12.16.
Jalloh, Alpha, Trade Monitor, 1.12.16.
Jalloh, Aruna, Trade Monitor, 1.12.16.
Kaikai, Joyce, Trade Monitor, 1.12.16.

Kamara, Isata, Trade Monitor, 1.12.16.

Kargbo, Robert, Trade Monitor, 1.12.16.

Koroma, Franklyn A., Trade Monitor, 1.12.16.

Mansaray, Fatmata R., Trade Monitor, 1.12.16.

Sesay, Shaika, Trade Monitor, 1.12.16.

Sheriff, Mustapha, Trade Monitor, 1.12.16.

Sowa, Saidu, Trade Monitor, 1.12.16.

MINISTRY OF YOUTH AFFAIRS

Fofanah, Alhaji, Assistant Youth Officer, 11.8.07.

CORPORATE AFFAIRS COMMISSION

Govt. Notice No. 440

NOTICE PURSUANT TO SECTION 403(1) OF
THE COMPANIES ACT NO. 5 OF 2009OVERSEAS CONSTRUCTION AND CHICO JOINT
VENTURE COMPANY LIMITED

TAKE NOTICE that by Special Resolution dated the 21st day of September, 2018, Overseas Construction and Chico Joint Venture Company Limited (the Company) resolved that the company be and hereby wound up in accordance with Section 403 (1) of the Companies Act, 2009 (as amended).

Dated this 10th day of October, 2018.

MICHALA MACKAY,
Registrar of Corporate Affairs Commission.

Trade Mark

Govt. Notice No. 429

Please take note that, Trade Mark Notice No 21400 ARMANTI-date of application, 15th June 2016 and Class 42, publish on Thursday 4th October, 2018 in Gazette No. 77 and Trade Marks Notice No. 5 of 2018 is hereby withdrawn as an objection have been raised against it.

BANK OF SIERRA LEONE

PROFORMA BALANCE SHEET AS AT 31ST JANUARY, 2018

Govt. Notice No. 424

In thousands of leones

Assets	2018	2017
Balance due from banking institutions	3,200,206,373	2,892,550,769
Funds with international Monetary Fund (IMF)	3,414,189,241	3,079,146,187
Advances to banks	-	-
Loans and advances	83,979,121	82,276,795
Due from Government of Sierra Leone	1,135,516,420	986,807,717
Investment in equity	49,277,532	47,470,443
Investment securities	1,089,867,619	709,292,611
Property, plant and equipment	159,822,843	101,285,335
Other assets	187,959,187	187,068,868
Total assets	9,320,818,337	8,085,898,734
Liabilities		
Current liabilities		
Amounts due to International Monetary Fund (IMF)	6,344,205,691	5,234,490,515
Deposit from Government	144,237,925	132,367,444
Deposits from banks	651,332,160	679,064,521
Deposit from others	39,679,785	59,146,488
Currency in Circulation	1,700,957,186	1,364,028,532
Other liabilities	171,415,090	120,098,979
End of service benefit	32,213,712	21,323,645
Total current liabilities	9,084,041,548	7,610,520,125
Equity		
Share capital	125,000,000	125,000,000
General Reserve	82,024,543	314,057,453
Revaluation Reserves	32,792,919	32,792,919
Other Reserves	(3,040,673)	3,528,237
Total Equity	236,776,789	475,378,609
Total liabilities and equity	9,320,818,337	8,085,898,734



Dr. Patrick S. Conteh
Governor



Mohamed Sajoh Bah
Ag. Director of Finance


BANK OF SIERRA LEONE

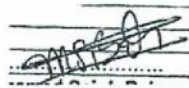
PROFORMA BALANCE SHEET AS AT 28TH FEBRUARY, 2018

Govt. Notice No. 425

In thousands of leones

Assets	2018	2017
Balance due from banking institutions	3,280,445,139	2,861,721,860
Funds with international Monetary Fund (IMF)	3,412,626,505	3,060,784,920
Advances to banks	-	-
Loans and advances	83,414,548	82,508,428
Due from Government of Sierra Leone	1,148,158,117	995,100,324
Investment in equity	49,379,725	47,252,578
Investment securities	1,025,503,025	752,641,727
Property, plant and equipment	160,486,642	106,359,535
Other assets	159,703,316	196,251,923
Total assets	9,319,717,016	8,102,621,295
Liabilities		
Current liabilities		
Amounts due to International Monetary Fund (IMF)	6,401,325,513	5,215,137,794
Deposit from Government	95,027,001	136,631,012
Deposits from banks	639,970,025	696,106,134
Deposit from others	39,887,943	53,853,049
Currency in Circulation	1,775,579,735	1,394,156,832
Other liabilities	164,067,716	126,608,618
End of service benefit	32,213,712	21,323,645
Total current liabilities	9,148,071,645	7,643,817,085
Equity		
Share capital	125,000,000	125,000,000
General Reserve	16,893,126	297,483,055
Revaluation Reserves	32,792,919	32,792,919
Other Reserves	(3,040,673)	3,528,237
Total Equity	171,645,372	458,804,210
Total liabilities and equity	9,319,717,016	8,102,621,295


 Dr. Patrick S. Conteh
 Governor


 Mohamed Sajoh Bah
 Ag. Director of Finance


BANK OF SIERRA LEONE


PROFORMA BALANCE SHEET AS AT 31ST MARCH, 2018

Govt. Notice No. 426

In thousands of leones

Assets	2018	2017
Balance due from banking institutions	3,178,639,583	2,719,177,061
Funds with international Monetary Fund (IMF)	3,444,579,098	3,089,035,219
Advances to banks	-	-
Loans and advances	83,004,086	82,461,701
Due from Government of Sierra Leone	1,149,106,486	1,001,193,660
Investment in equity	49,692,604	47,430,880
Investment securities	1,027,849,585	849,948,211
Property, plant and equipment	162,062,108	130,974,754
Other assets	128,809,478	183,288,801
Total assets	9,223,743,028	8,103,510,287
Liabilities		
Current liabilities		
Amounts due to International Monetary Fund (IMF)	6,463,301,887	5,244,843,728
Deposit from Government	100,247,268	145,023,292
Deposits from banks	397,916,657	613,480,103
Deposit from others	47,151,261	58,155,456
Currency in Circulation	1,852,490,481	1,415,914,232
Other liabilities	157,499,499	130,838,633
End of service benefit	32,213,712	21,323,645
Total current liabilities	9,050,820,764	7,629,579,089
Equity		
Share capital	125,000,000	125,000,000
General Reserve	18,170,018	312,610,042
Revaluation Reserves	32,792,919	32,792,919
Other Reserves	(3,040,673)	3,528,237
Total Equity	172,922,264	473,931,198
Total liabilities and equity	9,223,743,028	8,103,510,287


 Dr. Patrick S. Conteh
 Governor


 Mohamed Sajoh Bah
 Ag. Director of Finance

BANK OF SIERRA LEONE

PROFORMA BALANCE SHEET AS AT 30TH APRIL, 2018

Govt. Notice No. 427

In thousands of leones

Assets	2018	2017
Balance due from banking institutions	3,144,979,180	2,697,307,014
Funds with international Monetary Fund (IMF)	3,415,331,007	3,108,342,662
Advances to banks	-	-
Loans and advances	79,702,580	78,629,108
Due from Government of Sierra Leone	1,117,829,170	1,020,608,496
Investment in equity	49,937,060	47,410,309
Investment securities	1,119,879,878	941,116,931
Property, plant and equipment	162,008,571	138,885,187
Other assets	135,002,729	180,855,661
Total assets	9,224,670,174	8,213,155,367
Liabilities		
Current liabilities		
Amounts due to International Monetary Fund (IMF)	6,449,354,010	5,265,146,014
Deposit from Government	152,751,277	94,809,529
Deposits from banks	382,255,963	683,316,549
Deposit from others	59,515,142	48,833,825
Currency in Circulation	1,815,830,481	1,455,170,232
Other liabilities	169,570,694	140,287,893
End of service benefit	32,213,712	21,323,645
Total current liabilities	9,061,491,279	7,708,887,686
Equity		
Share capital	125,000,000	125,000,000
General Reserve	8,426,649	342,946,525
Revaluation Reserves	32,792,919	32,792,919
Other Reserves	(3,040,673)	3,528,237
Total Equity	163,178,895	504,267,681
Total liabilities and equity	9,224,670,174	8,213,155,367



Dr. Patrick S. Conteh
Governor



Mohamed Sajoh Bah
Ag. Director of Finance

BANK OF SIERRA LEONE

PROFORMA BALANCE SHEET AS AT 31ST MAY, 2018

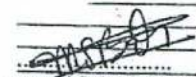
Govt. Notice No. 430

In thousands of leones

Assets	2018	2017
Balance due from banking institutions	3,138,101,049	2,652,787,833
Funds with international Monetary Fund (IMF)	3,355,497,235	3,161,306,504
Advances to banks	-	-
Loans and advances	79,619,687	77,052,410
Due from Government of Sierra Leone	1,076,991,150	1,001,838,896
Investment in equity	49,888,376	47,810,407
Investment securities	1,028,617,955	1,087,926,671
Property, plant and equipment	162,380,610	148,763,497
Other assets	106,335,267	138,939,301
Total assets	8,997,431,329	8,316,416,519
Liabilities		
Current liabilities		
Amounts due to International Monetary Fund (IMF)	6,309,086,996	5,608,483,798
Deposit from Government	82,055,712	88,345,972
Deposits from banks	371,832,717	708,884,213
Deposit from others	48,864,922	57,727,004
Currency in Circulation	1,773,211,050	1,456,679,732
Other liabilities	161,130,342	147,930,654
End of service benefit	32,213,712	21,323,645
Total current liabilities	8,778,395,451	8,089,375,018
Equity		
Share capital	125,000,000	125,000,000
General Reserve	64,283,633	65,720,345
Revaluation Reserves	32,792,919	32,792,919
Other Reserves	(3,040,673)	3,528,237
Total Equity	219,035,878	227,041,501
Total liabilities and equity	8,997,431,329	8,316,416,519



Dr. Patrick S. Conteh
Governor



Mohamed Sajoh Bah
Ag. Director of Finance


BANK OF SIERRA LEONE

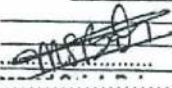
PROFORMA BALANCE SHEET AS AT 30TH JUNE, 2018

Govt. Notice No. 431

In thousands of leones

Assets	2018	2017
Balance due from banking institutions	3,078,979,293	2,926,178,710
Funds with international Monetary Fund (IMF)	3,336,108,094	3,154,090,803
Advances to banks	-	-
Loans and advances	79,746,937	77,176,108
Due from Government of Sierra Leone	1,084,900,555	1,231,314,341
Investment in equity	52,052,753	47,912,358
Investment securities	1,075,563,132	1,037,139,836
Property, plant and equipment	163,084,074	150,730,701
Other assets	112,394,169	134,905,917
Total assets	8,982,829,008	8,759,448,773
Liabilities		
Current liabilities		
Amounts due to International Monetary Fund (IMF)	6,342,452,409	6,002,639,540
Deposit from Government	99,041,030	165,646,774
Deposits from banks	362,845,048	689,884,085
Deposit from others	45,014,895	30,263,529
Currency in Circulation	1,738,106,050	1,456,495,732
Other liabilities	164,834,001	148,760,964
End of service benefit	32,213,712	21,323,645
Total current liabilities	8,784,507,145	8,515,014,270
Equity		
Share capital	125,000,000	125,000,000
General Reserve	43,569,617	83,113,347
Revaluation Reserves	32,792,919	32,792,919
Other Reserves	(3,040,673)	3,528,237
Total Equity	198,321,863	244,434,503
Total liabilities and equity	8,982,829,008	8,759,448,773


 Dr. Patrick S. Conteh
 Governor


 Mohamed Sajoh Bah
 Ag. Director of Finance

Govt. Notice No. 435

HIGH COURT NOTICES**PUBLIC ELECTIONS ACT, ACT NO. 4 OF 2012, NOTICE OF TRIAL**

I refer you to the Election Petitions of:

1. Constituency 121 Western Area
2. Constituency 122 Western Area
3. Constituency 128 Western Area

TAKE NOTICE that pursuant to Rule 31 Sub Rule 2 of the Election Petition Rules of 2007, the above Petitions will be tried at the High Court of Sierra Leone, 3rd Floor, Main Law Courts Building, Siaka Stevens Street in Freetown on the 22nd day of October, 2018, at 9:30 a.m. before the Honourable Mr. Justice Desmond Babatunde Edwards JA, and on such other subsequent days as may be necessary.

DATED THE 8TH OCTOBER, 2018.

STEPHEN YAYA MANSARAY

(Master and Registrar of the High Court of Sierra Leone).

PUBLIC ELECTIONS ACT, ACT NO. 4 OF 2012, NOTICE OF TRIAL

Govt. Notice No. 436

I refer you to the Election Petitions of:

1. Constituency 110 Western Area
2. Constituency 126 Western Area
3. Constituency 130 Western Area

TAKE NOTICE that pursuant to Rule 31 Sub Rule 2 of the Election Petition Rules of 2007, the above Petitions will be tried at the High Court of Sierra Leone, 3rd Floor, Main Law Courts Building, Siaka Stevens Street in Freetown on the 19th day of October, 2018, at 9:30 a.m. before the Honourable Mr. Justice Desmond Babatunde Edwards JA, and on such other subsequent days as may be necessary.

Dated the 8th October, 2018.

STEPHEN YAYA MANSARAY

(Master and Registrar of the High Court of Sierra Leone).

Govt. Notice No. 437

THE MASTER AND REGISTRAR OF THE HIGH COURT OF SIERRA LEONE

I refer you to the Election Petitions of:

1. Constituency 112 Western Area
2. Constituency 116 Western Area
3. Constituency 120 Western Area
4. Constituency 129 Western Area

Take Notice that pursuant to rule 31 Sub Rule 2 of the Election Petition Rules of 2007, the above Petitions will be tried at the High Court of Sierra Leone, Ground Floor, Main Law Courts Building, Siaka Stevens Street in Freetown on the 19th day of October, 2018, at 9:30 a.m. before the Honourable Mr. Justice Alusine Sanie Sesay JA, and on such other subsequent days as may be necessary.

DATED THIS 9TH DAY OF OCTOBER, 2018.

STEPHEN YAYA MANSARAY

(Master and Registrar of the High Court of Sierra Leone).

Govt. Notice No. 438

THE MASTER AND REGISTRAR OF THE HIGH COURT OF SIERRA LEONE

I refer you to the Election Petitions of:

1. Constituency 108 Western Area
2. Constituency 111 Western Area
3. Constituency 118 Western Area
4. Constituency 119 Western Area

Take Notice that pursuant to rule 31 Sub Rule 2 of the Election Petition Rules of 2007, the above Petitions will be tried at the High Court of Sierra Leone, Ground Floor, Main Law Courts Building, Siaka Stevens Street in Freetown on the 22nd day of October, 2018, at 9:30 a.m. before the Honourable Mr. Justice Alusine Sanie Sesay JA, and on such other subsequent days as may be necessary.

DATED THIS 9TH DAY OF OCTOBER, 2018.

STEPHEN YAYA MANSARAY

(Master and Registrar of the High Court of Sierra Leone).

Govt. Notice No. 432



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

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

VACANCY NOTICE

Post Title:	Director, Inspectorate	Date:	29 August 2018
Post Level:	D-2	Closing Date:	30 September 2018
Vacancy Ref:	E-INS/DOI/F0240/D-2/41/08-18	This fixed-term appointment is for duration of three years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Intern 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.	
Division:	Inspectorate Division		
Branch:	N/A		

Principal Functions

Under the direct supervision of the Deputy Director-General and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the Director, Inspectorate performs the following duties:

Manage the system that plans, organises and implements the world-wide verification regime of the OPCW by:

- Directing, planning and implementing worldwide inspection activities that is consistent with the Chemical Weapons Convention, and the verification regime determined with the Verification Division.
- Leading and managing the division including developing and implementing the annual budget for the Division according to the principles of Result-Based Management.
- Managing relationships with Verification Division substantive officers and other relevant Technical Secretariat staff, to improve the effectiveness of the inspection process.
- Providing expert advice and guidance to Executive Management and other Divisions within the Secretariat in relation to inspection activities.
- Briefing on the conduct of inspection activities to Executive Management and relevant Divisional Directors, develop and submit reports and documents related to the implementation of the inspection regime.
- Developing and implementing new policies and structural improvements on 24/7 support for worldwide inspection activities to improve efficiency and effectiveness.
- Coordinating the Secretariat's preparedness to conduct a CI and IAU, as well as the provision of assistance against the use of chemical weapons.

Liaise with Member States National Authorities, Permanent Representatives to the OPCW, UN disarmament organisations, and other international agencies by:

- Initiating discussions with outside bodies on operational policies and programmes; consulting with National Authorities, delegations, and embassies to pre-empt or solve inspection issues.
- Organising and chairing meetings with the experts/representatives of State Parties on inspection states.

Requirements

Education (Qualifications):

Essential: Advanced university degree (Master's degree or equivalent degree) in Science, Engineering, Business Administration, International Security or Relations or a related field is required. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of an advanced university degree.

Skills and Abilities (key competencies):

- Excellent and proven planning, organisational, coordination, negotiation and problem-solving skills;
- Strong analytical and conceptual skills in analysing and interpreting operational issues, formulating options, and proposing and implementing solutions;
- Effective leadership skills and be able to take responsibility of key organisational issues, including ability to think strategically and achieve results which are aligned with the larger picture of the organisation and its strategic goals
- Demonstrated understanding and exhibited behaviour of Knowledge Management leadership principles;
- Excellent inter-personal and communication skills with demonstrated ability to apply tact and accuracy and to present information clearly and logically both in writing and verbally;
- Solid information technology skills including proficiency in updating information;
- Ability to ensure an effective work structure to maximise productivity and achieve Division goals;
- Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent conflicting activities assuring required results are achieved
- Proven ability in establishing and maintaining effective working relationships with people of different national and cultural backgrounds.
- The ability to learn quickly and thoroughly while continually recognising and adapting to changing conditions is critical
- Proven ability to generate a strategic plan that integrates numerous organisational issues, functions and resources for effective action.
- Creates partnerships and collaborative endeavours within the division or between divisions

Recommend and implement policies for the management of Inspector resources / time / activities by:

- Recommending and implementing policies on the effective and efficient use of Inspector Resources.
- Approving new or replacement items of inspection equipment to enhance the productivity and effectiveness of Inspection Teams.
- Managing the staff of the Division to ensure:
 - the division is correctly staffed and able to complete the planned Programme of Work
 - appropriate direction and guidance;
 - cohesive team work, and
 - necessary skills development and training in order to carry out the assigned tasks.

Other duties as required.

Experience:

Essential: : A minimum of 15 years of progressively responsible experience in the Chemical Industry or related field, a substantial part of which should be at the senior level in the private or public sector or in international organisations.

Experience in planning, management and directing programmes and projects of chemical nature;

Proven track record of excellent, leadership, representation and strong people management skills;

Demonstrated professional competence and success in organisational development and change management.

Policy formulation and analytical skills, project/programme monitoring and evaluation, good communication and negotiation skills.

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 August 2018 rate of 37.9%.

Annual Salary (US dollars)	\$108,189
Post Adjustment	\$41,004
Total Salary	\$149,193

CANDIDATES ARE ADVISED THAT ONLY APPLICATIONS SUBMITTED THROUGH OUR WEB-BASED RECRUITMENT SYSTEM WILL BE CONSIDERED.

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.

August 2018/AA



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

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

VACANCY NOTICE

Post Title:	Director, Office of Internal Oversight	Date:	29 August 2018
Post Level:	D-2	Closing Date:	30 September 2018
Vacancy Ref:	E-OIO/DOIO/ F0027/D-2/42/08-18	This fixed-term appointment is for 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.	
Division:	Office of Internal Oversight		
Branch:	N/A		

Principal Functions

Under the direct supervision of the Director-General and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the Director, Office of Internal Oversight performs the following duties:

to establish plans to carry out the responsibilities of the Office of Internal Oversight by:

- Developing an annual and medium-term plans;
- Setting-up the OIO's goals;
- Developing the audit work schedule;
- Preparing the OIO's plans on the base of the risk assessment process;
- Consulting management on the OIO's plans;
- Ensuring a periodic assessment of the OIO's annual plan to adjust it if needed;
- Submitting the OIO's plans to the DG for approval.

to supervise and evaluate the work of the auditors by:

- Providing suitable instructions to the auditors and GS staff members;
- Ascertaining that the approved audit assignment work plan and audit programme are executed;
- Reviewing audit working papers with a view of determining that they adequately support the audit findings;
- Reviewing and approving the audit reports with a view of ensuring that the Office of Internal Oversight procedures and policies are followed, and that the report meets quality standards in terms of accuracy, objectivity, logic and timing;
- Reviewing and approving the annual analytical and summary report submitted to the Conference of the States Parties through the Director-General and the Executive Council;
- Establishing and maintaining a quality assurance programme to assess the audit plans and assignments and an appraisal of the individual auditor's performance.

to manage the OIO's personnel and financial resources by:

- Acting as certifying officer for obligating documents and authorisation;
- Co-ordinating the work between the Internal Auditor, the Confidentiality Auditor and the Quality Assurance Manager;
- Signing all notes verbales/correspondence from the Office;
- Preparing programme for developing the technical competence ensuring co-operation and co-ordination with the external auditor;

Requirements

Education (Qualifications):

Essential: Advanced university degree (Master's degree or equivalent degree) in Business/Public Administration, Law, Management, Economics, Social Sciences, International Security or Relations or a related field is required.

A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of an advanced university degree.

Skills and Abilities (key competencies):

- Excellent and proven planning, organisational, coordination, negotiation and problem-solving skills;
- Strong analytical and conceptual skills in analysing and interpreting operational issues, formulating options, and proposing and implementing solutions;
- Effective leadership skills and be able to take responsibility of key organizational issues, including ability to think strategically and achieve results which are aligned with the larger picture of the organisation and its strategic goals;
- Excellent inter-personal and communication skills with demonstrated ability to apply tact and accuracy and to present information clearly and logically both in writing and verbally;
- Solid information technology skills including proficiency in Microsoft Office packages;
- Ability to ensure an effective work structure to maximise productivity and achieve Division goals;
- Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent conflicting activities assuring required results are achieved;
- Proven ability in establishing and maintaining effective working relationships with people of different national and cultural backgrounds;
- The ability to learn quickly and thoroughly while continually recognising and adapting to changing conditions is critical;
- Demonstrated understanding and exhibited behaviour of Knowledge Management leadership principles;
- Proven ability to generate a strategic plan that integrates numerous organisational issues, functions and resources for effective action;
- Creates partnerships and collaborative endeavours within the division or between divisions.

- Developing collaboration with oversight bodies of the United Nations System.

To ensure the monitoring of the implementation of audit recommendations by:

- Maintaining a recommendation tracking system which is used to monitor the implementation of audit recommendations;
- Following-up the implementation of corrective action by programme managers;
- Giving assistance to programme managers in implementing recommendations;
- Reporting semi-annually to the Director-General on the implementation status of the recommendations;
- Informing the Conference of the States Parties once a year on the status of implementation of the recommendations;
- Monitoring and follow-up of the recommendations of the External Auditor.

To develop policies and procedures to guide the audit staff by:

- Issuing administrative directives and information circulars on the OIO's procedures;
- Ensuring the implementation of the auditing standards of the Institute of Internal Auditors.

To support and advise management by:

- Providing comments to management about the draft administrative issuance and on their interpretation;
- Providing advice to the Director-General and programme managers on the effective discharge of their responsibilities;
- Assist in improving the protection of confidential information.
- Attending meetings of the Management Board and relevant internal management committees.

Perform other duties as required.

Experience:

Essential A minimum of 15 years of progressively responsible substantial experience in providing leadership, direction and advice on matters that relate to internal oversight disciplines, a substantial part of which should be at the senior level in the private or public sector or in international organisations.

Proven track record of excellent, leadership, representation and strong people management skills;

Demonstrated professional competence and success in organisational development and change management.

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 August 2018 rate of 37.9%.

Annual Salary (US dollars)	\$108,189
Post Adjustment	\$41,004
Total Salary	\$149,193


CANDIDATES ARE ADVISED THAT ONLY APPLICATIONS SUBMITTED THROUGH OUR WEB-BASED RECRUITMENT SYSTEM WILL BE CONSIDERED.

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.

Govt. Notice No. 434

		ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)	
		Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands VACANCY NOTICE	
Post Title:	Secretary to the Policy-Making Organs (Director)	Date:	29 August 2018
Post Level:	D-2	Closing Date:	30 September 2018
Vacancy Ref:	E-PMO/SPMO/ F0041/D-2/44/08-18	This fixed-term appointment is for 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.	
Division:	Secretariat for the Policy-Making Organs		
Branch:	N/A		
Principal Functions		Requirements	
<p>Under the direct supervision of the Deputy Director-General and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the Secretary to the Policy-Making Organs performs the following duties:</p> <p>Substantive support of sessions of the policy-making organs and their subsidiary bodies: Plans, co-ordinates and organises sessions of the policy-making organs and their subsidiary bodies, in particular: Establishes agendas of meetings; prepares or co-ordinates preparation of basic documents of the Conference of the States Parties (CSP) or the Executive Council (EC); ensures that all necessary background information or documents are available to delegations; prepares and/or reviews draft decisions of the policy-making organs ensuring their consistency with the Convention and previous decisions of these organs; prepares reports of sessions and meetings and related documents; monitors, identifies, evaluates and reports on all important political events which might evolve into a matter of the CSP or the EC concern; directs all the activities of the Secretariat in relation to the policy-making organs; analyses results of sessions and prepares work-plans for implementation of decisions by the Secretariat; monitors implementation of decisions of the CSP and EC and regularly reports to the Director-General (DG) and Deputy Director-General (DDG); assists and advises the DG and DDG on programme priorities and resources arising from the decisions of the policy-making organs; advises the chairpersons and other officers of the policy-making organs in the performance of their duties and responsibilities; approves speaking notes for the chairpersons; serves as the secretary to the CSP and the EC; acts as a focal point within the Secretariat for information about the work of the policy-making organs and their subsidiary bodies.</p> <p>Organisational and logistical support to the policy-making organs: Reviews policies and practices and ensures effective and efficient delivery of administrative and technical services to the main policy-making organs; plans, directs, develops and integrates all support activities related to meetings and other activities of the policy-making organs; supervises the LSB ensuring timely production, clearance and distribution of documents and their availability in all six official languages of the Organisation; responsible for co-ordination and delivery of planning, administration and logistical arrangements for prepares and co-ordinates implementation of the plan for activities and calendar of meetings of the policy-making organs; reviews and implements language policy of the Organisation; ensures adequate</p>		<p>Education (Qualifications): Essential: Advanced university degree (Master's degree or equivalent degree) in International Relations, International Law, Business/Public Administration, International Security or Relations, Management or a related field is required. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of an advanced university degree.</p> <p>Skills and Abilities (key competencies):</p> <ul style="list-style-type: none"> • Extensive knowledge of the Chemical Weapons Convention and the OPCW, in-depth knowledge of the Rules of Procedure of the CSP and the EC; • Ability to establish and maintain trust-based relations with delegations of the Member States; • Well-developed diplomatic and policy skills, good judgment, and ability to communicate effectively both in writing and orally; • Excellent and proven planning, organisational and management skills; • Strong analytical and conceptual skills in analysing and interpreting operational issues, formulating options, and proposing and implementing solutions; • Stellar problem-solving skills and ability to conduct qualitative and quantitative analysis; • Excellent interpersonal and communication skills with demonstrated ability to apply tact and accuracy and to present information clearly and logically both in written form and verbally; • Proven ability to ensure an effective work structure to maximise productivity and achieve objectives; • Effective leadership skills and ability to take responsibility of key organisational issues, including ability to think strategically and achieve results which are aligned with the larger picture of the organisation and its strategic goals; • Demonstrated understanding and exhibited behaviour of Knowledge Management leadership principles; • The ability to learn quickly and thoroughly while continually recognising and adapting to changing conditions is critical; • Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent conflicting numerous organisational issues, functions and resources for effective action; • Ability to create partnerships and collaborative 	

support to subsidiary bodies of the CSP and the EC by co-ordinating with other divisions in providing support staff and other resources.

Management of the work of the Division:

Prepares the programme and budget of the Division; authorises expenditure; reports on budget execution; ensures preparation and implementation of internal procedures related to the work of the Division; keeps the Secretariat and PMO staff regularly informed about activities of policy-making organs and their decisions; manages personnel, performance, development and training of divisional staff; reviews and approves documents and correspondence prepared by staff.

Other duties:

Represents the Director-General, as required; follows and analyses trends and decisions in international and intergovernmental organisations; maintains contacts with counterparts in other international organisations; participates in Policy and Strategy Management Committee; Information System Management Committee; Committee on Contracts.

endeavours within the division or between divisions.

Other Skills: Ability to interpret the Rules of Procedure of the CSP and the EC.

Experience:

Essential A minimum of 15 years of progressively responsible experience in providing leadership, direction and advice in the field of public administration, multilateral diplomacy, or security policy-making, a substantial part of which should be at the senior level in the private or public sector or in international organisations.

Proven track record of excellent leadership, representation and people management skills;

Demonstrated professional competence and success in organisational development and change management.

Policy formulation and analytical skills, project/program monitoring and evaluation, good communication and negotiation skills.

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 August 2018 rate of 37.9%.

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August 2018/AA

Govt. Notice No. 435



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

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

VACANCY NOTICE

Post Title:	Director, Verification	Date:	29 August 2018
Post Level:	D-2	Closing Date:	30 September 2018
Vacancy Ref:	E-VER/DV/ F0176/D-2/35/08-18	<p>This fixed-term appointment is for 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.</p>	
Division:	Verification Division		
Branch:			
Principal Functions		Requirements	
<p>Under the direct supervision of the Deputy Director-General and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity/Gender Equality, the Director of Verification performs the following duties:</p> <ul style="list-style-type: none"> • Directs the work of the Verification Division by establishing the policy and the appropriate framework and providing the guidance necessary to ensure that the following activities are appropriately carried out: <ul style="list-style-type: none"> o proper receipt, handling and security of declarations and other verification related information from States Parties; o analysis and assessment of declarations for completeness and consistency and, where appropriate, clarifications from States Parties sought; o the planning and conduct of inspections to verify the accuracy of declarations; o assessment of the results of inspections and the evaluation of the risk posed by the inspected facilities to the object and purpose of the Convention; o determination of the frequency of re-inspection of sites and facilities based on the assessment of their risk to the Convention; o review declarations and the results of inspections and the assessment of the overall effectiveness of the verification regime. • Manages the staff of the Verification Division to ensure: <ul style="list-style-type: none"> o the division is correctly staffed to ensure that it is able to complete the planned Programme of Work o that they receive the appropriate direction and guidance; o work together as a cohesive team; o receive the instruction and training necessary to carry out their assigned tasks; and o develop their skills and experience. • Manages the Programme of Work and Budget for the Verification Division within a framework of Results-Based Management and Results-Based Budgeting to ensure proper delivery of activities. • Provides strategic planning, policy advice and large regarding the verification regime, proposing modifications or improvements to the Director General as 		<p>Education (Qualifications):</p> <p>Essential: Advanced university degree in relevant scientific discipline (e.g. chemistry, chemical engineering, or alternatively, international law combined with scientific/technical training) and extensive managerial background preferably in a multicultural environment.</p> <p>Skills and Abilities (key competencies):</p> <ul style="list-style-type: none"> • Extensive knowledge of the Chemical Weapons Convention and a detailed knowledge of the OPCW; • Well-developed diplomatic and policy skills, good judgement, and ability to communicate effectively both orally and in writing; • Proven record of building and managing teams and creating an enabling work environment, including ability to effectively supervise, mentor, train, develop and evaluate staff; • Excellent and proven planning, organisational, coordination, negotiation and problem-solving skills; • Strong analytical and conceptual skills in analysing and interpreting operational issues, formulating options, and proposing and implementing solutions; • Demonstrated leadership and management skills, including ability to think strategically and achieve results; • Excellent inter-personal and communication skills with demonstrated ability to apply tact and accuracy and to present information clearly and logically both in writing and verbally; • Ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent activities; • Ability to ensure an effective work structure to maximise productivity and achieve division and branch level goals; • Proven ability in establishing and maintaining effective working relationships with people of different national and cultural backgrounds • Solid information technology skills including proficiency in Microsoft Office packages; • Knowledge of International Public Sector Accounting Standards (IPSAS) and Results-Based Management (RBM) is highly desirable. 	

appropriate. As member of the Management Board participates in the discussion and formulation of recommendations to the Director-General on policy and operational issues impacting on the administration of the Organisation. Liaises with Office of Internal Oversight and with External Auditors regarding all matters relating to Verification.

- Represents the Division at meetings of the Executive Council, informal consultations with delegations, the Management Board, Management Committees and other internal committees.

- Participates in official visits to Member States, meeting with Government Officials and representatives of the national chemical industries.

- Represents the Secretariat at international seminars, conferences and meetings on verification issues.

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 August 2018 rate of 37.9%.

Experience:

Essential: Over 15 years of experience either in the field of chemical demilitarisation or the chemical industry, of which at least 10 years must be at the international level.

Desirable: Managerial experience preferably in a multicultural environment

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.

Annual Salary (US dollars)	\$108,169
Post Adjustment	\$41,004
Total Salary	\$149,193

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

August 2018/AA