**Fiche d'exploitation du courrier**

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**Espace pour l'avis de vacance de poste et d'inclusion de l'information sur l'interaction à l'Unité chimique**

**Observation du Ministre**

<table>
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<tr>
<th>Pour diffusion:</th>
<th>M'en parler:</th>
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<tbody>
<tr>
<td>Pour étude et avis:</td>
<td>Me voir avec:</td>
</tr>
<tr>
<td>Pour suivi:</td>
<td>Suite à donner:</td>
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<tr>
<td>Pour information:</td>
<td>Classement:</td>
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**Signature**: UCAD 31 DEC 2019

**Chargé Université Cheikh Anta Diop**

**Enquête**

**Arrivée**

**Origine**

**Désigné par**

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**COURRIER ARRIVE**

**Enquête**

**Arrivée**

**Origine**

**Désigné par**

**Classification**

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**Date**: 31 DEC 2019
CIRCULAIRE

A

Mesdames et Messieurs les Ministres; Messieurs les Ministres délégués; Monsieur le Ministre, Secrétaire général de la Présidence de la République.

Objet : Avis de vacance de poste d'Analyste de données de vérification, de niveau P3 du Secrétariat technique de l'Organisation pour l'Interdiction des Armes chimiques (OIAC)

Je vous fais parvenir, ci-joint, avec le document qui l'accompagne, pour diffusion auprès de vos services, une copie de la note verbale circulaire référencée NV/ADM/HRB/mw/137743/18 en date du 04 décembre 2018 par laquelle le Secrétariat technique de l'Organisation pour l'Interdiction des Armes chimiques (OIAC) informe les Etats membres de la vacance du poste d'Analyste de données de vérification, de niveau P3.

Les personnes intéressées sont invitées à présenter leur candidature à ce poste, au plus tard le 03 janvier 2019, à travers le site web de l'Organisation : www.opcw.org.

Je vous en souhaite bonne réception.

Autres destinataires : - DC/PM - SP/PM - SP/SGG - SP/SGA - DAGE

Adresse électronique: <spsgg@primature.sn>
ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Johan de Witlaan 22, 2517 JR The Hague, The Netherlands

VACANCY NOTICE

Post Title: Verification Data Analyst (P-3)
Post Level: P-3
Vacancy Ref: E.VER/DEB/VAData adv/FO2018/P-3/03/11-16
Division: Verification
Branch: Declarations

Date: 4 December 2018
Closing Date: 3 January 2019

This fixed-term appointment is for a period of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Rules of Procedure, as applicable. The OPCW is a non-corporate organisation with limited staff tenure. The total length of service for professional staff shall not exceed 7 years. The Director-General retains the discretion 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 supervision of the Head of Data Analytics, Reporting and Quality Control and in accordance with the OPCW Core Values of Integrity, Professionalism and Respect for Diversity, the individual performs the following tasks:

1. Provides project support for the Verification Information System (VIS) Programme modules:
   - Assists in the selection of projects and their planning within the context of the VIS Programme;
   - Conducts data analysis tasks related to Verification (VER) activities;
   - Assists in the development of verification projects, including the preparation of data analysis activities;
   - Performs data quality assurance and control activities with regard to the VIS and data modules;
   - Provides support to users on issues related to VIS and data modules;
   - Collaborates with other VER branches for the implementation of policy matters within the VIS.

2. Performs as Process Manager for the Plant Site Selection process:
   - Coordinates the Plant Site Selection process and ensure that the selection sessions for each respective VIS Programme are conducted in accordance with the VIS Programme and the IWC's requirements;
   - Provides assistance in making proposals in methodology, technologies, and processes relevant to the selection process;
   - Develops relevant data quality control and preparation, and coordination of the selection sessions;
   - Develops and maintains all relevant documentation, guidelines, and SOPs;
   - Communicates with selected units and prepares reports for the performance of the selection methodology.

Supports the Data Quality Framework project under the supervision of the Head of Section:
- Ensures the organization's implementation of quality procedures throughout the range of business processes in VIS;
- Provides data support to the business units within VER in establishing and maintaining data quality and control;
- Identifies and develop improvements to overall data quality with regard to specific VER processes.

Facilitates the provision and utilization of business intelligence solutions for VER data analysis and reporting:
- Coordinates the reporting activities using Business Intelligence tools as specified by the relevant staff and under the supervision of the Head of Section;
- Provides ad-hoc support to the business intelligence teams within VER, particularly in writing relevant reports.

Requirements

Knowledge and Skills:

Education (Qualifications):
Desirable:

Advanced university degree, which includes a major in information technology, mathematics, statistics or data science. A first level university degree in combination with qualifying experience (minimum 7 years) may be accepted in lieu of the advanced university degree.

Desirable: Advanced university degree which includes a major in statistics or data science. A certification in the field of Data Science would be an asset.

Skills and Abilities (Key competencies):
- Ability to analyse problems and react quickly in dynamic situations with a minimum supervision;
- Excellent organizational skills;
- Excellent communication skills, both oral and written, in particular for written documents such as business requirements, standard operating procedures and project documents;
- Ability to understand user needs with a strong customer focus;
- Tact, discretion, and the ability to work harmoniously in a multicultural environment;
- Flexibility and ability to work under pressure.

Experience:

Essential: At least 5 years of experience in the management of quantitative information, including experience in data analysis and the use of information management systems, sound knowledge of statistics, including data analytics and probability theory, and experience in applying this knowledge in practice on internationally-complied data and information, experience in the use of databases (SQL proficient), statistical tools and reporting, visualization applications such as Cognos ReportNet, PowerBI, Tableau, particularly in a technical context.

Desirable:
- Experience in data science including the collection and analysis of quantitative datasets;
- Experience in business analysis and project management;
- Familiarity with software testing techniques and methods, in particular for information systems;
- Experience in information handling and the production of analytical products in the chemical industry;
- Experience working with sensitive information in a confidential environment.

Advantages:
- Previous experience with programming in a data management/processing context;
- Experience in data modelling, data visualization tools and techniques.
Where required, develop reasonably complex reports and continue the publishing of these to production environment.

Monitor compliance of reports to relevant SOPs.

Provide input for improvement and more effective use of the reporting environment.

5. Support other project activities by taking the lead in the completion of tasks assigned by the Head of Section, as necessary.

6. Provide accurate, complete and timely inputs to DB reports on VIS, IVA and other VERI-I related issues to authorized recipients including Director General and Policy Making Organs (the Executive Council and the Conference).

7. Develop, update and implement relevant SOPs under the guidance of the Head of Section.

8. Ensure that all activities performed are fully in accordance with the confidentiality regime of the Organisation.

9. Perform other duties as required.

<table>
<thead>
<tr>
<th></th>
<th>With Dependents</th>
<th>No Dependents</th>
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</thead>
<tbody>
<tr>
<td>Annual Salary (US dollars)</td>
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<td>$93,151</td>
</tr>
<tr>
<td>Post Adjustment</td>
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<td>$20,340</td>
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<tr>
<td>Total Salary</td>
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<td>$72,811</td>
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Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in USS 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 US Common System for salaries and allowances. The figure quoted on the right is based on the December rate of 24.4%.

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.

CANDIDATES ARE ADVISED THAT ONLY APPLICATIONS SUBMITTED BEFORE THE CLOSING DATE AND THROUGH OUR WEB BASED E-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.

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

December 2018