

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)



CALL FOR APPLICATIONS FOR ONE PROFESSIONAL POSITION, HEAD, CONFIDENTIALITY AND INFORMATION SECURITY AT THE OPCW TECHNICAL SECRETARIAT

The Office of Confidentiality and Security, is located within the Office of the Director-General.

The Operations Security Section is responsible for the provision of safe workplaces and the protection of OPCW assets.

The Confidentiality and Information Security Section is responsible for the protection of information and communications systems, and assists States Parties and the Secretariat with the implementation of the confidentiality regime.

General Information

Contract Type: Fixed Term Professional

Grade: P4

Total Salary: USD 9,307.00
(including post adjustment)

Responsibilities

Job Summary

The Office of Confidentiality and Security (OCS) sets the framework, provides the guidelines, institutes the measures and implements the provisions necessary to guarantee and enforce the fulfilment of the stringent OPCW confidentiality regime; operational security of the Secretariat's assets; the security of all its electronic systems; the confidentiality of all classified material and its safeguarding. Whilst the security regime for the protection of personnel, property, operations and information are the responsibility and main objectives of the OCS, more widely OCS delivers security management in support of all OPCW missions and activities.

As the Head, Confidentiality & Information Security (CIS) Section, the candidate will oversee and exercise governance, advisory, oversight functions and render confidentiality and information security support. He/She will also advise and provide services in connection with all aspects of the confidentiality regime of the Secretariat of the OPCW at large, as well as planning the framework, providing guidelines, instituting measures and implementing all the provisions necessary to guarantee and enforce the fulfilment of the confidentiality regime and the information security policy.

Main Responsibilities

As the Head, Confidentiality & Information Security (CIS) Section the candidate will be responsible for the following:

- Monitor overall implementation of the OPCW confidentiality regime to ensure compliance with relevant provisions of the Chemical Weapons Convention. Develop and oversee the implementation of Secretariat-wide confidentiality and information security related policies, procedures and working instructions:
- Supervise development of, and internally coordinate within the Secretariat, all policies and procedures intended to be applicable Secretariat-wide to facilitate the work of the Organisation. Ensure the effectiveness of all such guidance documents and help minimise negative impacts on efficiency and that, in general, confidentiality concerns are adequately addressed.
- Assist the Head of OCS in representing the Secretariat at all meetings and informal consultations with Member States in which Confidentiality issues are discussed. Brief and otherwise inform such meetings/consultations as required and, when necessary, provide feedback to the Head of OCS and the Director-General.
- Co-ordinate with Human Resources Branch regarding staff movements and the hiring of new staff to ensure that confidentiality requirements of the CWC are met in a timely manner.
- Supervise the maintenance of Statements of Access to Confidential Information (SACIs), ensuring an accurate, up-to-date SACI is available for all Secretariat staff members to outline the confidential information 'need-to-know' requirements for their post.
- Supervise the upkeep of the relevant security and confidentiality policies governing the handling and protection of confidential material, by overseeing the implementation of all specific amendments and the drafting of all new versions of the policies (including OPCW derived material).
- Delineate the policy/procedures used to provide and monitor access to the Secretariat's Security Critical Areas (SCAs) and Security Critical Network (SCN) in accordance with the OPCW Policy on Confidentiality and the MCP. Implement, update and run systems to support the controls in place.
- Oversee maintenance of the Confidential Information Access Register (CIAR) and co-ordinate the physical access rights of staff and non-staff to the SCAs with relevant Directors

The full job outline may be viewed at https://opcw-career.talent-soft.com/fiche-metier/fiche-Head-Confidentiality-and-Information-Security--CIS--P-4_123.aspx?LCID=2057

Qualifications and Experience

Education

Essential: Advanced university degree in Computer Science, Information Management, Risk Management or similar graduate discipline. A first level degree with at least 9 years of experience can be excepted in lieu of an advanced degree.

Additional Professional qualification(s) in information security, such as CISSP, CISA, CISM certification, along with strong technical (ICT) security skills and demonstrable experience in the design/implementation of secure IT environments are a must.

Knowledge and Experience

Essential:

At least 7 years of progressively responsible and recent related experience in administration and management of the IT security function in large organizations, including the supervision of all aspects of ICT security operations;

Substantial experience in development and implementation of ICT and information security policies, standards and procedures;

Recent and well-rounded supervisory experience with responsibilities in a classified or sensitive working environment to a level of at least SECRET;

Understanding key concepts of designing and running classified systems including cryptographic assurance, secure thin client architectures and compartmentalisation;

Solid understanding of telecoms related security concepts (endpoint defence, packet switched networks) in a sensitive environment.

Desirable:

Experience in implementing and/or auditing information security programmes based on ISO 27001/27002 and a detailed knowledge of other IT security standards is highly desirable;

Experience in accreditation and assurance programmes from a national security perspective.

Skills and Competencies

To succeed in this role, the candidate will need the following skills and competencies:

- Demonstrated leadership with a focus to assure business results are achieved through and with people
- Ability to deal with complex issues and interpret procedures and guidelines in order to adapt them to cover complex situations
- Proven ability to work effectively under pressure, displaying sound initiative and good personal judgement
- Proven ability to learn quickly and thoroughly while continually recognizing and adapting to changing conditions is critical.
- Ability to deliver training as necessary and to prepare documents of a technical nature
- Excellent communications skills, including the ability to draft and edit professional documents in the English language, are required
- Personal qualities must include tact, discretion, accuracy and the ability to work harmoniously in a multi-national environment
- Ability to translate technical concepts into plain language to enable decision makers make the right decision.
- Advanced computer 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.

Additional Information

This fixed-term appointment is for the duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules.

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 mandatory age of separation at the OPCW is 65 years.

Fixed-term staff members participate in the OPCW provident fund. A monthly staff contribution is met with a doubled amount by the OPCW to ensure separating staff have the capital necessary to move on to new challenges.

The Director-General retains the discretion to not 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.

Only fully completed applications submitted before the closing date and through OPCW Candidate Space will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.

FINAL DATE FOR RECEIPT OF APPLICATIONS

Applications can be done via the following link <https://jobs.opcw.org/my-account/my-CV-for-my-application-for-head-confidentiality-and-information-security-cis-p-4-244.aspx?ApplicationType=OfferApplication>

Please send a copy of your applications to the Foreign Affairs Department by e-mail to mlarsen@mfa.gov.sc

Closing date: **23rd April 2022**

