

**NOTE BY THE DIRECTOR-GENERAL****RECRUITMENT AND SELECTION OF TOP-STRUCTURE OFFICIALS**

1. The Director-General wishes to inform States Parties of a recent effort in the Technical Secretariat (hereinafter “the Secretariat”) to reform the recruitment and selection process for staff members of the Secretariat in light of the best practices of other international organisations.
2. As a result of this reform, a new process—in line with the practice of the United Nations and the jurisprudence of the relevant international administrative bodies—has been established for the recruitment of staff members for posts in the OPCW Top Structure listed in Annex V to the Staff Regulations, as approved by the Conference of the States Parties (hereinafter “the Conference”) at its Fourth Session (C-IV/DEC.25, dated 2 July 1999) and amended by the Conference at its Seventeenth Session (subparagraph 3(k) of C-17/DEC.4, dated 27 November 2012). This process will also be followed for the posts of Chief of Cabinet and Deputy Chief of Cabinet in the Office of the Director-General and Special Assistant to the Deputy Director-General in the Office of the Deputy Director-General, which are of strategic importance to the Organisation.
3. For future appointments to these posts, the Secretariat will publish vacancies externally. The purpose of the vacancy notice is to announce the availability of a post at the OPCW and to solicit applications from as wide a range of candidates as possible. Applications from eligible candidates will be reviewed by an appropriately constituted Senior Selection Panel, and interviews will be held with candidates who are assessed to be the most qualified. The selection decision will remain the prerogative of the Director-General.
4. In accordance with paragraph 44 of Article VIII of the Chemical Weapons Convention, the paramount consideration in the appointment of staff members to these posts will continue to be the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard will be paid to the importance of recruiting staff on as wide a geographical basis as possible and to gender. In selecting staff members for posts in the OPCW Top Structure, the Director-General will take into account the understandings reached by the Conference at its First Session, as requested by the Conference at its Fourth Session (C-IV/6, dated 2 July 1999; Corr.1, dated 9 August 1999; and Corr.2, dated 5 January 2000).



5. The Secretariat will soon publish a number of vacancy announcements for posts in the OPCW Top Structure. A note verbale will be sent to all States Parties, informing them of such publication and requesting them to encourage any of their nationals who may be suitable candidates to submit their candidacies through the dedicated electronic system.

--- 0 ---