

Colleagues,

The U.S. Department of State's Bureau of International Organizations Affairs (IO) is pleased to announce that we intend to nominate a U.S. citizen candidate to serve as an independent expert as a member of the Advisory Board on Administrative and Financial Matters (ABAF) for the Organization for Prohibition of Chemical Weapons (OPCW). The ABAF is a subsidiary body of the OPCW Executive Council mandated to provide expert advice and support oversight on administrative and financial matters across the Organization.

Position Description

This position is for a three-year term beginning in March 2026. ABAF members are nominated by Member States and appointed by the OPCW Executive Council. Members of the ABAF serve as independent experts.

IO welcomes applicants that meet the following **criteria**:

- Significant experience with key administrative and finance issues such as oversight, financial management, audits, inspections, human resources, enterprise risk management and/or procurement;
- Familiarity with the governance and management of multilateral organizations, OPCW experience is a plus;
- Commitment to good collaboration with the State Department Bureau of Arms Control and Nonproliferation (ACN), IO, and the U.S. Delegation to the OPCW (USOPCW); and
- U.S. citizenship.

Relevant Information:

- [Mandate Advisory Body on Administrative and Financial Matters | OPCW](#)
- [Documents Advisory Body on Administrative and Financial Matters | OPCW](#)

Please share this announcement with individuals both internal and external to the USG that you believe meet the skills and qualifications we are seeking to ensure continued American leadership at the OPCW.

Compensation and Benefits

This position is uncompensated but travel to participate in associated in-person meetings twice a year will be funded by the IO Bureau.

Selection Process

IO will evaluate all submissions and conduct interviews with the most qualified candidates. We anticipate conducting interviews the week of February 9 and will notify all candidates of their status by February 27.

Once a final candidate is approved by State Department leadership, the candidate will be submitted to the OPCW Executive Council which generally adopts the appointment by consensus.

Considerations for U.S. government employees

If you are a current federal employee, you should consult with your agency's ethics office with respect to any applicable ethics restrictions.

Nominations should be submitted to IO-Careers@state.gov no later than February 4, 2026, for consideration. Submissions must include a 1-2 page statement of interest and a current CV.