



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

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V A C A N C Y N O T I C E

Post Title:	Inspector: Analytical Chemist (AC) Chemical Production Technologist (CPT)	Date:	3 February 2017
Post Level:	P-3	Closing Date:	28 May 2017
Vacancy Ref:	E-INS/AC-CPT/F0291/P-3/10/02-17	<p>This fixed-term appointment is for a duration of two 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. Anticipated Reporting Date: October 2017</p>	
Division:	Inspectorate		
Branch:	Inspection Team Cells		

Principal Functions	Requirements
<p>Under the supervision of Heads of Cell (HoC) and in accordance with the OPCW Core Values of <i>Integrity</i>, <i>Professionalism</i> and <i>Respect for Diversity & Gender Equality</i>, the post holder's principal function will be to support the operational planning and on-site execution of OPCW inspections under Articles IV, V and VI of the Chemical Weapons Convention (CWC). Inspections will take place at the industrial facilities or the Chemical Weapons Destruction Facilities (CWDFs) in the 192 states parties to the CWC. Inspections can vary in length from 48 hours to 48 days.</p> <p>The post holder will also support additional INS programmes and activities as directed by the Head of Cell.</p> <p>The post holder may, from time to time, be required to support International Cooperation and Assistance programmes.</p> <p>General responsibilities include:</p> <ul style="list-style-type: none"> • Assisting in the preparation of inspections, by reviewing and analysing relevant technical information of the inspection sites including declarations provided by the States Parties; • Participation in and contributing to pre-inspection briefings, prior to deployment to the inspection site and mission debriefings upon completion of inspection; • Contribution to the preparation of inspection reports produced on-site and in the headquarters and assist the inspection team leader in finalising the reports; • Assisting the inspection team leader in meeting the objectives of the inspection mandate, in accordance with the CWC and Quality System Documentation, as well as contingency operations relevant and mission instructions. • Reviewing relevant records of the site and performing mass balance calculations for chemical products. • Monitoring and verifying the destruction of chemical weapons in a designated CWDF in accordance with relevant technical and verification procedures. 	<p>Knowledge and Skills Education:</p> <p>A relevant postgraduate degree with a minimum of 5 years qualifying experience or,</p> <p>A relevant first level degree in combination with a minimum of 7 years qualifying experience.</p> <p>AC: relevant degrees would be in the field of chemistry with sub-specialisation in synthetic or analytical chemistry. CPT: relevant degrees would be in the fields of chemistry, chemical engineering, or other closely allied subjects.</p>

- Conducting engineering evaluations that declared Chemical Weapons Production Facilities can no longer be used for production of chemical warfare

Specific responsibilities include:

ACs: On-site sampling and analysis (S&A) activities at inspection sites and verification of S&A procedures in CWDFs

CPTs: Performing technical evaluations of the inspection site and performing mass-balance calculations for chemical products.

The post holder, under the supervision of the HoC, will also carry out other tasks in the Headquarters to support the effective operation and improvement of Inspectorate and other Divisions as designated by the Head of Inspection Cell.

All candidates will have to undergo a special fitness test when recruited, including a three phase employment physical test to ensure an adequate fitness level and heat tolerance in order to wear respirators, and Fully Encapsulated Protective Ensemble. Successful candidates may be asked to work in high-risk areas on a voluntary basis.

Competencies:

You will demonstrate the following competencies:

Team Work: Aligning work with a broader team/organisational goals and ability to enhance the effectiveness of a team.

Organising and Planning: Demonstrating an ability to plan and organise complex activities to achieve established goals within accepted quality standards, policies and procedures. Results-driven, determined and a self-disciplined approach to achieving realistic results within established deadlines.

Interpersonal: Possessing negotiating skills, conflict management skills and the ability to attune communication at the appropriate level of the audience.

Communication: Demonstrating an ability to communicate clearly and factual both verbally and in writing. Ability to write and prepare high level documents of a technical nature.

Adaptability: Ability to adapt and work on multiple projects simultaneously; the ability to keep up with evolving circumstances and specialised situations.

Multicultural sensitivity: Able to work in diverse environment and travel frequently.

Other skills and abilities

- Leadership potential, managerial and negotiation skills.
- Demonstrate an ability to manage difficult and demanding situations with the ability to quickly make decisions.
- Technical, analytical focus
- Task oriented focus.
- Able to deal with complex issues and interpret procedures and guidelines in order to adapt them to cover complex situations.
- Possesses good computer skills.

Experience:

Essential

AC: A minimum of 5 years of technical and practical expertise with an advanced degree or 7 years with a first level degree in GC-MS analysis, including instrument troubleshooting gained in an analytical laboratory, industry or government research institute.

CPT: A minimum of 5 years of related experience with an advanced degree or 7 years with a first level degree in the chemical industry including chemical process operations, plant design, chemical process development, process safety evaluations or related technical functions.

Desirable:

Experience of regulatory regimes with an audit or inspection component.

Experience of working with high-hazard materials

Applications from ACs with knowledge and understanding of chemical production plants are particularly welcome.

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 **March 2017 rate of 27.6%**.

	With Dependants	No Dependants
Annual Salary (US dollars)	\$ 62,098	\$ 58,583
Post Adjustment	\$17,139	\$16,169
Total Salary	\$79,237	\$74,752

CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.

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.

May 2017