

NOTE BY THE DIRECTOR-GENERAL**RECRUITMENT OF INSPECTOR TRAINEES FOR TRAINING GROUP B¹**

1. The Director-General wishes to inform Member States of the OPCW that the General Training Scheme for Training Group A concluded on 31 May 1997. Of the total of 146 trainees on the course, 25 are citizens of non-ratifying States.
2. As Member States will be aware, 32 trainees left the course at the end of Module 2 and returned to their countries of origin in order to enable them to make the necessary preparations to return to The Hague to commence inspection duties in the United States of America in late June. Currently 114 trainees are undertaking the last component of the General Training Scheme, i.e. Module 3.
3. From the 121 trainees who are citizens of States which have ratified or acceded to the Convention, the Director-General has decided to appoint 110 inspectors and 4 inspector assistants, from 45 States Parties, who have successfully completed the appropriate sections of the General Training Scheme for the OPCW. The remaining seven trainees are undergoing Module 3 training with probationary status.
4. In view of the inspection activities to be carried out in the foreseeable future, the Director-General is of the view that the Secretariat should initiate the recruitment of a new group of inspector trainees as soon as possible.
5. The Secretariat estimates the minimum requirement for trainees in Training Group B as follows:

40 CW/Munitions Specialists
39 Chemical Industry Specialists
1 Medical Specialist
10 Paramedics
6. The selection process for Training Group B initiated in 1996 resulted in the short-listing of 48 trainees in the Chemical Industry category. Nine CW/Munitions Specialists are currently on the reserve list for Training Group A. The Secretariat is currently checking with these applicants to ascertain whether they still wish to be

¹ The attention of Member States is drawn to the changed closing date for the receipt of applications for vacancies, as well as to the inclusion of the vacancy notice for the P-4 Medical Specialist.

considered for a post as inspector trainees with the OPCW. In addition, some 30 (13 CW/Munitions Specialists and 22 Chemical Industry Specialists) will soon be interviewed. The Secretariat currently holds no applications from persons seeking to become paramedics.

7. The above numbers will not be sufficient to obtain the required number of inspectors, particularly CW/Munitions Specialists, from a wide geographical distribution.
8. The Preparatory Commission's experience indicates that the recruitment of trainees takes a considerable period of time. The Director-General therefore requests Member States to assist the recruitment process by circulating the attached revised vacancy notices through their National Authorities, as well as through any other appropriate channels of communication.

English only

Attachment

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW) Technical Secretariat Laan van Meerdervoort 51, 2517 AE The Hague, The Netherlands VACANCY NOTICE	
Trainee Post:	Inspector: Chemical Production Technologist/Chemical Production Logistician/ Chemical Process Specialist
Grade level:	P-3/P-4
Division-Branch:	Verification-Inspectorate
Vacancy Ref.:	VERTRN-2: Training Group B (39 specialists)
Training Location:	The Hague, The Netherlands and other countries

As a general rule, P-4 Inspectors will be responsible for carrying out the required tasks whereas P-3 Inspectors will assist in fulfilling these tasks.

I. PRINCIPAL FUNCTIONS

Serves as a member of the OPCW Inspectorate and, under the supervision of the Director of the Inspectorate or a Team Leader, performs the following duties:

- 1) participates in on-site inspections of both industry- and CW-related facilities;
- 2) participates in the development of the verification plan for each initial and subsequent on-site assigned inspection, concerning aspects of:
 - processes by which chemicals are produced, processed or consumed;
 - chemical process technologies;
 - material resources planning;
 - processes by which chemical weapons are destroyed;

These aspects may include, inter alia, consideration of:

- equipment and materials of construction;
 - instrumentation and control;
 - process measurements;
 - process and unit operations control
 - exhaust and effluent treatment
 - operational accounting (ordering/shipping/billing records);
 - materials/storage management;
 - planning, scheduling and control for production;
 - mechanical and automated systems used for procurement, warehousing and distribution; and
 - purchasing and shipping operations;
- 3) at an inspected site, participates in the initial on-site briefing of the inspection team and in the subsequent finalisation of the inspection plan;

- 4) during the inspection, according to the type of inspection and considering the above-mentioned aspects:
 - verifies that raw materials consumption and chemical production or processing are in accordance with declarations by examination of the ordering, manufacturing and shipping/transfer records;
 - provides estimates of the plant and plant site production/processing/consumption capacities and capabilities in relation to declarations and the presence of relevant chemicals and the evaluation of risk factors;
 - assists in performing sampling where appropriate; and
 - assists the team with advice on industrial safety, health and environmental protection, as appropriate;
- 5) participates in on-site discussions:
 - for the elaboration of the facility agreement during the initial inspection;
 - about inspection team access to the inspected site;
 - in relation to the resolution of technological or chemical process inconsistencies as may be revealed through such inspection activities as listed in paragraph 4 above;
- 6) assists in drafting the relevant component of the initial findings and assists the inspection team leader in completing the final inspection report; and
- 7) supports other OPCW activities as directed by the Director of the Inspectorate.

II. BASIC REQUIREMENTS

Education

A university undergraduate degree (BS) or equivalent in chemical engineering or chemistry from a recognised institution.

Additionally, a university undergraduate degree (BA) or equivalent in management or business administration from a recognised institution would be an advantage.

Experience

- 1) For P-3 appointees, a minimum of six years, and for P-4 appointees a minimum of 10 years, of hands-on, practical **in-plant** experience of chemical operations in the chemical industry, involving:
 - chemical process engineering, plant design and scale-up; and/or
 - chemical technological support of chemical production, chemical process engineering and plant operations; and/or
 - chemical support for new process development, process optimisation and plant scale-up; and/or

- process safety activities, including quantitative risk assessment, hazard and operability studies, auditing, etc.; and/or
 - chemical production logistics or the equivalent (ordering, shipping, and billing of chemical raw materials and products, organisation and maintenance of production records, storage methodology and transportation means for chemicals, etc.), is a requirement;
(**note:** time spent in chemical business management, sales and/or government administration of chemical industry will **not** be regarded as qualifying for this requirement)
- 2) familiarity with sampling procedures in industrial situations is highly desirable;
 - 3) experience of multiple types of chemical operations and international experience are desirable; and
 - 4) relevant experience with chemical weapons agents and their precursors is desirable.

Languages

- 1) A good working knowledge of English (in reading, writing, and oral communication) is essential. Fluency in one of the other official languages (Arabic, Chinese, French, Russian, Spanish) could be an advantage.
- 2) A knowledge of other languages, e.g. Japanese or German, could be an asset.

Age

The age limit is **55** as of 31 December 1997. All candidates aged from 50 to 55 will be required to undergo a special fitness test when recruited.

III. SELECTION CRITERIA

- 1) The paramount consideration in the employment of staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting staff on as wide a geographical basis as possible (Ref. Article VIII of the Chemical Weapons Convention).
- 2) Only citizens of States which have ratified or acceded to the Chemical Weapons Convention before training begins are eligible for training or subsequent employment with the OPCW.
- 3) The citizenship of each candidate will need to be confirmed by the appropriate State Party.
- 4) Applicants will be required to provide the Secretariat, or to authorise it to seek, all information relevant to their suitability for employment by the OPCW.
- 5) The short-listed candidates will be interviewed by Secretariat staff prior to final selection for training.

- 6) Selected candidates will be required to undergo a medical examination in order to check that they meet the OPCW's normal health requirements for inspection duties. Candidates are informed that during the training period a majority of them will have to be medically certified to perform inspection duties in individual (personal) protective equipment (IPE), and to perform inspection duties in a risk environment associated with chemical weapons agents or other chemical substances. They may also be required to undergo additional medical screening and evaluation.

IV. TERMS AND CONDITIONS

Trainee Stipend

- 1) Grade level determination will be primarily on the basis of proven experience and educational background.
- 2) While participating in the training course (approximately 20 weeks), trainees will be paid 75% of the net base salary (without dependants) for the applicable level. The 75% figures are: US\$ 2,526 per month for P-3 Grade and US\$ 3,001 per month for P-4 Grade. In addition to the stipend, trainees will receive an appropriate daily allowance and an additional three-week stipend for the relocation period.

Fixed-Term Appointment

- 1) The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a higher or a lower grade, or to make an appointment with a modified job description.
- 2) Successful trainees will be offered a fixed-term contract as Inspectors, with the possibility of subsequent extension or extensions. Grade level selection will be based primarily on educational background the level of experience in the related speciality field and individual performance during the training course.
- 3) Total annual salary consists of a net annual salary in US\$ (net of taxes and before medical insurance and provident fund deductions) and a post adjustment.

All figures in \$US	Net Annual Salary	Post Adjustment*	Total
P-3			
With Dependant(s)	43,326	13,778	57,104
No Dependant(s)	40,419	12,853	53,272
P-4			
With Dependant(s)	51,597	16,408	68,005
No Dependant(s)	48,019	15,270	63,289

*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 figures used here are based on a post adjustment rate of 31.8%, which represents the post adjustment rate for May 1997). Inspectors may be entitled to further allowances, e.g. daily allowance while in the field, dependant child allowance, assignment grant, education grant and rental subsidy, as well as to home leave entitlement for every two years of qualifying service.

V. OTHER

- 1) Inspection team activities will require extended periods away from the duty station, including travel and work on weekends and holidays.
- 2) As a condition of the terms of their contract with the OPCW, the Inspectors will be required to sign a secrecy agreement concerning the handling of confidential information.
- 3) Consistent with equitable geographic distribution within the Inspectorate, the Secretariat has non-discriminatory hiring policies. The Secretariat actively encourages applications from women candidates.
- 4) Current planning envisages the beginning of training for Training Group B in January 1998.

VI. CLOSING DATE:

15 July 1997

English only

THE ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW) Technical Secretariat Laan van Meerdervoort 51, 2517 AE The Hague, The Netherlands VACANCY NOTICE	
Trainee Post:	Inspector (CW and / or Munitions Specialist)
Grade Level:	P-3/P-4
Division- Branch:	Verification - Inspectorate
Vacancy Ref.:	VERTRN-1 Training Group B (40 specialists)
Training location:	The Hague, The Netherlands and other countries

As a general rule, P-4 Inspectors will be responsible for carrying out the required tasks whereas P-3 Inspectors will assist in fulfilling these tasks.

I. PRINCIPAL FUNCTIONS

Serves as a member of the OPCW Inspectorate and, under the supervision of the Director of the Inspectorate or a Team Leader, performs the following duties:

- (1) participates in the development of the verification plan for each initial and subsequent on-site assigned inspection primarily involving, but not limited to, chemical weapons-related facilities;
- (2) provides the Team Leader at an inspected site with advice and, where appropriate, practical assistance with:
 - (a) explosive hazards associated with the inspection;
 - (b) chemical weapons (CW), (e.g. chemicals, munitions, devices and equipment);
 - (c) detection and monitoring of CW agents;
 - (d) CW personal protection equipment and operating regimes;
 - (e) non-destructive analytical equipment usage; and
 - (f) decontamination and contamination control procedures for CW;
- (3) participates in on-site discussions:
 - (a) for the elaboration of the facility agreement during the initial inspection; and
 - (b) about access to non-declared areas, as necessary;

- (4) assists in drafting the relevant component of the initial findings and assists the inspection team leader to complete the final inspection report;
- (5) serves as a team member for non-CW related inspections as needed; and
- (6) supports other OPCW activities as directed by the Director of the Inspectorate.

II. BASIC REQUIREMENTS

Education

- (1) An undergraduate university degree (BS) or equivalent in science or in engineering from a recognised institution.
- (2) A certificate of graduation from a recognised chemical defence school or equivalent professional experience.

Experience

- (1) A recognised qualification plus a minimum of six years of practical experience in the field of explosive ordnance and of CW or conventional munitions.
- (2) A knowledge of, and practical experience with, the handling of chemical weapon agents.
- (3) A familiarity with detection and decontamination of, and protection against, chemical weapons.

Languages

- (1) A good working knowledge of English (in reading, writing, and oral communication) is essential. Fluency in one of the other official languages (Arabic, Chinese, French, Russian, Spanish) could be an advantage.
- (2) A knowledge of other languages, e.g. Japanese or German, could be an asset.

Age

The age limit is **55** as of 31 December 1997. All candidates aged from 50 to 55 will be required to undergo a special fitness test when recruited.

III. SELECTION CRITERIA

- 1) The paramount consideration in the employment of staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting staff on as wide a geographical basis as possible (Ref. Article VIII of the Chemical Weapons Convention).
- 2) Only citizens of States which have ratified or acceded to the Convention before training begins are eligible for training or subsequent employment with the OPCW.

- 3) The citizenship of each candidate will need to be confirmed by the appropriate State Party.
- 4) Applicants will be required to supply to the Secretariat, or to authorise it to seek, all information relevant to their suitability for employment by the OPCW.
- 5) The short-listed candidates will be interviewed by Secretariat staff prior to final selection for training.
- 6) Selected candidates will be required to undergo a medical examination in order to check that they meet the OPCW's normal health requirements for inspection duties. Candidates are informed that during the training period a majority of them will have to be medically certified to perform inspection duties in individual (personal) protective equipment (IPE), and to perform inspection duties in a risk environment associated with chemical weapons agents or other chemical substances. They may also be required to undergo additional medical screening and evaluation.

IV. TERMS AND CONDITIONS

Trainee Stipend

- 1) Grade level determination will be primarily on the basis of proven experience and educational background.
- 2) While participating in the training course (approximately 20 weeks), trainees will be paid 75% of the net base salary (without dependants) for the applicable level. The 75% figures are: US\$ 2,526 per month for P-3 Grade and US\$ 3,001 per month for P-4 Grade. In addition to the stipend, trainees will receive an appropriate daily allowance and an additional three-week stipend for the relocation period.

Fixed-Term Appointment

- 1) The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a higher or a lower grade, or to make an appointment with a modified job description.
- 2) Successful trainees will be offered a fixed-term contract as Inspectors, with the possibility of subsequent extension or extensions. Grade level selection will be based primarily on educational background, the level of experience in the related speciality field, and individual performance during the training course.
- 3) Total annual salary consists of a net annual salary in US\$ (net of taxes and before medical insurance and provident fund deductions) and a post adjustment.

In \$US	Net Annual Salary	Post Adjustment*	Total
P-3			
With Dependant(s)	43,326	13,778	57,104
No Dependant(s)	40,419	12,853	53,272
P-4			
With Dependant(s)	51,597	16,408	68,005
No Dependant(s)	48,019	15,270	63,289

*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 figures used here are based on a post adjustment rate of 31.8%, which represents the post adjustment rate for May 1997). Inspectors may be entitled to further allowances, e.g. daily allowance while in the field, dependant child allowance, assignment grant, education grant and rental subsidy, as well as home leave entitlement for every two years of qualifying service.

V. OTHER

- 1) Inspection team activities will require extended periods away from the duty station, including travel and work on weekends and holidays.
- 2) As a condition of the terms of their contract with the OPCW, the Inspectors will be required to sign a secrecy agreement concerning the handling of confidential information.
- 3) Consistent with equitable geographical distribution within the Inspectorate, the Secretariat has non-discriminatory hiring policies. The Secretariat actively encourages applications from women candidates.
- 4) Current planning envisages the beginning of training for Training Group B in January 1998.

VI. CLOSING DATE:

15 July 1997

English only

THE ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW) Technical Secretariat Laan van Meerdervoort 51, 2517 AE The Hague, The Netherlands VACANCY NOTICE	
Trainee Post:	Paramedic (Inspection Assistant)
Grade Level:	GS-6/GS-7
Division-Branch:	Verification Inspectorate
Vacancy Ref.:	VERTRN-4 Training Group B (10 specialists)
Training location:	The Hague, The Netherlands and other countries

I. PRINCIPAL FUNCTIONS

Serves as a member of the OPCW Inspectorate and, under the supervision of the Director of the Inspectorate, the Senior Medical Officer, or a Team Leader, performs the following duties:

- (1) performs as a team member in inspections of both industry- and CW-related facilities as required;
- (2) participates, as appropriate, in the planning and preparation of inspections;
- (3) provides the Team Leader with advice and, where appropriate, with practical assistance on:
 - (a) health requirements for inspectors both in-country and during transit;
 - (b) liaison with the host country's medical and safety services, ensuring that appropriate expertise, facilities and resources are available to the team;
 - (c) provision of first aid, including emergency first aid for team members, and arranging casualty evacuation of team members to appropriate higher centres of medical care;
 - (d) arrangement and surveillance of the provision of both routine and emergency medical treatment for members of the team;
 - (e) implementation of any routine occupational health or hygiene monitoring planned for the inspection; and
 - (f) when necessary, assistance with sampling biological samples;
- (4) assists in preparing the team's medical supplies and equipment;
- (5) assists the Head of the Health and Safety Office and Senior Medical Officer as required; and
- (6) performs other duties as required.

II. BASIC REQUIREMENTS

Education

Certified (currently or formerly) as a military paramedic or as an internationally recognised emergency medical assistant (EMA).

Experience

- (1) A minimum of two years' experience as a paramedic with military units or as an EMA, preferably operating on a wide geographic basis.
- (2) Knowledge of and experience with operating procedures in hazardous chemical environments is highly desirable.
- (3) Experience of occupational health matters is desirable.

Languages

- (1) A good working knowledge of English (in reading, writing, and oral communication) is essential. Fluency in one of the other official languages (Arabic, Chinese, French, Russian, Spanish) could be an advantage.
- (2) A knowledge of other languages, e.g. Japanese or German, could be an asset.

III. SELECTION CRITERIA

- (1) The paramount consideration in the employment of staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting staff on as wide a geographical basis as possible (Ref. Article VIII of the Chemical Weapons Convention).
- (2) Only citizens of States which have ratified or acceded to the Convention are eligible for training or subsequent employment with the OPCW.
- (3) The citizenship of each candidate will need to be confirmed by the appropriate State Party.
- (4) Applicants will be required to supply to the Secretariat, or to authorise it to seek, all information relevant to their suitability for employment by the OPCW.
- (5) The short-listed candidates will be interviewed by Secretariat staff prior to final selection for training.
- (6) Selected candidates will be required to undergo a medical examination in order to check that they meet the OPCW's normal health requirements for inspection duties. Candidates are advised that during the training period a majority of them will have to be medically certified to perform inspection duties in individual (personal) protective equipment (IPE), and to perform inspection duties in a risk environment associated with chemical weapons agents or other chemical substances. They may also be required to undergo additional medical screening and evaluation.

IV. TERMS AND CONDITIONS

Trainee Stipend

- (1) Grade level determination will be based primarily on educational background and the level and number of years of experience in the related speciality field.
- (2) While participating in the training course (approximately 20 weeks), trainees will be paid 75% of the net base salary for the applicable level. The 75% figures are: 3,912 Dutch Guilders per month for GS-6 Grade and 4,377 Dutch Guilders per month for GS-7 Grade. In addition to the salary, trainees will receive an appropriate daily allowance.

Fixed-Term Appointment

- (1) The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a higher or a lower grade, or to make an appointment with a modified job description.
- (2) Successful trainees will be offered a fixed-term contract as Inspection Assistants, with the possibility of subsequent extension or extensions. Grade level selection will be based primarily on educational background and the level and length of experience in the related speciality field, as well as on individual performance during the training course.
- (3) Annual base salary, net of taxes, is: 64,860 Dutch Guilders at the GS-7 Grade level, Step 1, before medical insurance and Provident Fund deductions. Internationally recruited Inspection Assistants may be entitled to further allowances, e.g. daily allowance while in the field, dependant child allowance, assignment grant, education grant and rental subsidy, as well as to home leave entitlement for every two years of qualifying service. Locally recruited Inspection Assistants may also be entitled to a daily allowance while in the field and dependant child allowance based on dependency status.

V. OTHER

- (1) Inspection team activities will require extended periods away from home station, including travel and work on weekends and holidays.
- (2) As a condition of the terms of their contract with the OPCW, the Inspector/Inspection Assistants will be required to sign a secrecy agreement concerning the handling of confidential information.
- (3) The Secretariat actively encourages applications from women candidates.
- (4) Current planning envisages the beginning of training for Training Group B in January 1998.

VI. CLOSING DATE:

15 July 1997

ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW) Technical Secretariat Laan van Meerdervoort 51, 2517 AE The Hague, The Netherlands VACANCY NOTICE	
Trainee Post:	Inspector (Medical Specialist)
Grade Level:	P-3/P-4
Division-Branch:	Verification - Inspectorate
Vacancy Ref.:	VERTRN-3 Training Group B (1 specialist)
Training location:	The Hague, The Netherlands and other countries

As a general rule, P-4 Inspectors will be responsible for carrying out the required tasks whereas P-3 Inspectors will assist in fulfilling these tasks.

I. PRINCIPAL FUNCTIONS

Serves as a member of the OPCW Inspectorate and, under the supervision of the Director of Inspectorate or the Senior Medical Officer, or a Team Leader, performs the following duties:

- (1) participates as appropriate in on-site inspections of both industry- and CW-related facilities as required;
- (2) participates in the development of the verification plan for each initial and subsequent assigned on-site inspection, including the overall supervision of and responsibility for the team's medical supplies and equipment;
- (3) provides advice to the Team Leader and, where appropriate, practical assistance on:
 - (a) health requirements for inspectors, both in-country and in transit;
 - (b) routine monitoring of the health status of the team during inspections;
 - (c) occupational health and safety risks to the members of the team, which includes the provision of occupational health and hygiene monitoring;
 - (d) coordination with the host country's medical and safety services and as necessary with the inspected facility medical and safety services, ensuring that appropriate expertise, facilities and resources are available to the team; and
 - (e) when necessary, assistance in biomedical sampling at an inspected site;
- (4) when necessary, plans and supervises casualty evacuation of team members to appropriate higher centres of medical care;
- (5) provides or, when appropriate, supervises the provision of both routine and emergency medical treatment for members of the team;
- (6) assists in drafting the relevant component of the initial findings and assists the inspection team leader in completing the final inspection report;

- (7) assists the Head of the Health and Safety Office and the Senior Medical Officer as required in the routine health screening and monitoring of inspectors and other OPCW personnel;
- (8) supervises the activities of Paramedic Inspection Assistants; and
- (9) as required:
 - (a) supports the Training Branch;
 - (b) contributes to updates of the Safety and Inspection Manuals;
 - (c) contributes technical support to the Policy and Review Branch; and
 - (d) supports other OPCW activities as directed by the Director of the Inspectorate or the Head of the Health and Safety Office.

II. BASIC REQUIREMENTS

Education

A basic medical degree or a license to practice medicine.

Experience

- (1) A minimum of six years' experience, including clinical experience.
- (2) Medical registration is necessary.
- (3) Trauma experience is desirable.
- (4) Recognised accreditation in the area of occupational health and experience in occupational medicine are desirable.
- (5) Experience in the practice of medicine, either with military units operating on a wide geographic basis or in an international chemical company, is desirable.
- (6) A knowledge of the effects and treatment of chemical weapons agent exposures and of toxic industrial chemicals is desirable.

Languages

- (1) A good working knowledge of English (in reading, writing, and oral communication) is essential. Fluency in one of the other official languages (Arabic, Chinese French, Russian, Spanish) could be an advantage.
- (2) A knowledge of other languages, e.g. Japanese or German, could be an asset.

III. SELECTION CRITERIA

- (1) The paramount consideration in the employment of staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of

efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting staff on as wide a geographical basis as possible (Ref. Article VIII of the Chemical Weapons Convention).

- (2) Only citizens of States which have ratified or acceded to the Convention before training begins are eligible for training or subsequent employment with the OPCW.
- (3) The citizenship of each candidate will need to be confirmed by the appropriate State Party.
- (4) Applicants will be required to supply to the Secretariat, or to authorise it to seek, all information relevant to their suitability for employment by the OPCW.
- (5) The short-listed candidates will be interviewed by Secretariat staff prior to final selection for training.
- (6) Selected candidates will be required to undergo a medical examination in order to check that they meet the OPCW's normal health requirements for inspection duties. Candidates are advised that during the training period a majority of them will have to be medically certified to perform inspection duties in individual (personal) protective equipment (IPE), and to perform inspection duties in a risk environment associated with chemical weapons agents or other chemical substances. They may also be required to undergo additional medical screening and evaluation.

IV. TERMS AND CONDITIONS

Trainee Stipend

- (1) Grade level determination will be based primarily on educational background and the level and number of years of experience in the related speciality field.
- (2) While participating in the training course (approximately 20 weeks), trainees will be paid 75% of the net base salary (without dependants) for the applicable level. The 75% figure is: US\$ 3,001 per month for P-4 Grade. In addition to the salary, trainees will receive an appropriate daily allowance.

Fixed-Term Appointment

- (1) The Director-General retains the discretion not to make any appointment to this vacancy, to make an appointment at a higher or a lower grade, or to make an appointment with a modified job description.
- (2) Successful trainees will be offered a fixed-term contract as Inspectors, with the possibility of subsequent extension or extensions. Grade level selection will be based primarily on educational background and the level and length of experience in the related speciality field, as well as on individual performance during the training course.
- (3) Annual base salaries in US\$, net of taxes and before medical insurance and Provident Fund deductions, consist of the net annual salary plus a post adjustment:

In US\$	Net Annual Salary	Post Adjustment*	Total
P-4			
With Dependant(s)	51,597	16,408	68,005
No Dependents	48,019	15,270	63,289

*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 figures used here are based on a post adjustment rate of 31.8%, which represents the post adjustment rate for May 1997). Inspectors may be entitled to further allowances, e.g. daily allowance while in the field, dependant child allowance, assignment grant, education grant and rental subsidy, as well as home leave entitlement for every two years of qualifying service.

V. OTHER

- (1) Inspection team activities will require extended periods away from duty station, including travel and work on weekends and holidays.
- (2) As a condition of the terms of their contract with the OPCW, the Inspectors will be required to sign a secrecy agreement concerning the handling of confidential information.
- (3) Consistent with equitable geographical distribution within the Secretariat, the Secretariat has non-discriminatory hiring policies. The Secretariat actively encourages applications from women candidates.
- (4) Current planning envisages the beginning of training for Training Group B in January 1998.

VI. CLOSING DATE:

15 July 1997

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