



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/333/2003

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**NOTE BY THE TECHNICAL SECRETARIAT**

**INTERNSHIP FOR ANALYTICAL SKILLS DEVELOPMENT AT THE OPCW  
LABORATORY**

**1. Purpose of the internship**

The OPCW Technical Secretariat (hereinafter “the Secretariat”) wishes to inform the Member States of the offer of an internship at its Laboratory. The purpose of the internship is to foster the development of practical analytical skills in the analysis of chemicals covered by the Chemical Weapons Convention (CWC). In accordance with the criteria prescribed by the Internship Support Programme (S/289/2002), the internship shall be implemented by the International Cooperation and Assistance Division of the OPCW. As mandated under Article XI of the Convention, the internship shall facilitate the sharing of scientific and technical information relating to the development and application of chemistry for purposes not prohibited under the Convention. It will also lead to national capacity-building in chemical analysis, and in the monitoring and strengthening of the technical competence of laboratories. The latter is a major goal of the Laboratory Assistance Programme, which the International Cooperation and Assistance Division has implemented separately.

**2. Duration of the internship**

The internship will start on 1 May 2003 and last for six months. Because of the limited facilities and manpower in the laboratory, only one internship is possible at any given time.

**3. Scope of the internship**

- 3.1 The program is intended for chemists with an academic background and relevant practical and theoretical experience in analytical chemistry. Practical experience with gas chromatography and the preparation of samples, and a theoretical understanding of mass spectrometry are essential prerequisites, as is the ability to work individually and conduct a project independently. The internship will focus on the use of gas chromatography and mass spectrometry (GC/MS) to analyse samples of different matrices. It will emphasise different methods of sample preparation, possibly including the development and testing of new approaches.



- 3.2 An initial phase lasting about one month will be dedicated to familiarising the intern with equipment and procedures at the OPCW Laboratory. This phase will be followed by a project involving sample preparation and analysis, to be conducted individually with guidance from the OPCW laboratory staff. The OPCW Laboratory will typically propose a project, but candidates may suggest their own areas of interest.

#### 4. **Funding**

Funding for the internship will comprise a travel grant and an internship allowance in accordance with the prevailing United Nations stipend rates for fellowships in The Hague. The travel grant will cover the journey to and from the intern's normal place of work to The Hague by the most economical route. The air ticket for these journeys will be provided by the Secretariat. The internship allowance will be paid in three instalments. The first, comprising 50% of the total, will be paid at the beginning of the internship; the second, midway through it - i.e., after three months; and the last, after the intern has completed the internship and submitted a detailed report to the Secretariat on the results he or she has achieved. Medical and travel insurance during the period will also be covered.

#### 5. **Requirements**

- 5.1 The internship is open to chemists who:
- (a) have a minimum of a first degree (BSc or equivalent) in chemistry/analytical chemistry, with relevant practical and theoretical experience in analytical chemistry;
  - (b) are citizens of Member States which either are developing or have economies in transition; and
  - (c) have been working in a government or publicly funded laboratory or research institution in their home countries for at least a year.
- 5.2 Candidates must have a record of both professional and practical accomplishments in analytical chemistry, with a strong emphasis on chromatography and mass spectrometry.
- 5.3 The project will require an innovative, outgoing, and creative individual who can work independently. Further, the OPCW Laboratory offers a tolerant, multi-cultural working atmosphere, and a similarly tolerant disposition will be expected of the successful candidate.
- 5.4 Candidates should also be physically fit and capable of handling toxic/chemical weapons agents. They should also be able to wear an individual protective mask in the laboratory during practical sessions involving such chemicals.

5.5 The internship will be conducted in English. Candidates should, therefore, have a strong command of both written and spoken English.

5.6 The successful candidate will be required to sign both a set of terms and conditions of participation in the programme, and a confidentiality agreement with the OPCW.

## 6. **Report**

6.1 Upon completion of the internship, the intern will be required to submit a detailed report to the Secretariat on the results he or she has achieved, on the professional benefits he or she has derived, and on the benefits that will accrue to his or her institution and country. The report shall indicate how the intern proposes to use the knowledge gained from the internship for the overall development and peaceful application of chemistry, for purposes not prohibited under the Convention.

## 7. **Application procedure**

7.1 Applications for the internship should be submitted to the International Cooperation and Assistance Division by 28 February 2003. Candidates should use the application form annexed to this note.

7.2 Each candidate must attach the following to the application form:

- (a) a curriculum vitae, accompanied by a one-page description of the candidate's practical experience; and
- (b) a letter of recommendation, from the supervisor of the candidate in his or her institution, which speaks to the candidate's qualifications in the light of paragraph 5 above, and that attests to the relevance of the internship to the work of the institution.

7.3 The completed application form must be submitted through either the National Authority or the permanent representation of the candidate's country to the OPCW. It should be sent to the Secretariat at the following address: Organisation for the Prohibition of Chemical Weapons, International Cooperation and Assistance Division, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands. An advance copy of the application may be faxed to +31-70-306-3535 or e-mailed to [IntCoopBr@opcw.org](mailto:IntCoopBr@opcw.org).

7.4 Additional information about this programme may be obtained from Mr Ghirma Moges, Senior International Cooperation Officer in the International Cooperation Branch. His contact details are as follows:

Tel.: +31-(0)70 416 3843  
Fax: +31-(0)70 306 3535  
E-mail: [IntCoopBr@opcw.org](mailto:IntCoopBr@opcw.org).

Annex (English only): Application form

**Annex**

**INTERNSHIP FOR ANALYTICAL SKILLS DEVELOPMENT AT THE OPCW  
LABORATORY**

**APPLICATION FORM**  
**Please use BLOCK LETTERS.**

- (i) This form is to be used to apply for the internship. Before completing it, please read the guidelines presented in the accompanying Note by the Secretariat to confirm your eligibility.
- (ii) The primary applicant should complete sections 1 to 4 of this form, attach the documents required as indicated in the Note, and send the form to either the National Authority or his or her country's Permanent Representation to the OPCW in The Hague, with a request to complete section 5.
- (iii) The National Authority or the Permanent Representation to the OPCW should complete section 5 and then forward the form to the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, NL 2517 JR The Hague, the Netherlands.

**1. Personal information**

1.1 Name \_\_\_\_\_  
(Please underline family name)

1.2 Address  
Home \_\_\_\_\_  
\_\_\_\_\_  
Work \_\_\_\_\_  
\_\_\_\_\_

1.3 Telephone no. \_\_\_\_\_  
Home Work

1.4 Fax no. \_\_\_\_\_

1.5 E-mail address \_\_\_\_\_

1.6 Date of birth \_\_\_\_\_  
(dd/mm/yy):

1.7 Country of citizenship \_\_\_\_\_

1.8 Passport no. \_\_\_\_\_

Date of issue \_\_\_\_\_

Valid until \_\_\_\_\_

1.9 Bank account no. \_\_\_\_\_

Bank name \_\_\_\_\_

Swift code \_\_\_\_\_

Address \_\_\_\_\_

(The final instalment of the internship allowance will be transferred to this account.)

1.10 Profession \_\_\_\_\_

1.11 Present position \_\_\_\_\_

State titles of previous posts held, with dates.

|    | Post held | From | To |
|----|-----------|------|----|
| 1. |           |      |    |
| 2. |           |      |    |
| 3. |           |      |    |
| 4. |           |      |    |
| 5. |           |      |    |
| 6. |           |      |    |
| 7. |           |      |    |

1.12 Brief description of your current work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1.13 Have you received financial or other support from OCPW for any activity during the past 36 months? Yes  No

If so, please describe: \_\_\_\_\_

\_\_\_\_\_

1.14 If you have applied for any other support from the OPCW, please describe:

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**2. Supporting statement**

2.1 Please state briefly why you are applying for the internship, and indicate both what you expect from it and how it would benefit your work, your institution, and your country.

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**3. Supporting documentation**

3.1 The following documents are to be attached. Applications without full supporting documentation cannot be accepted.

- (i) a letter of recommendation from your supervisor, which speaks to your qualifications in the light of paragraph 5 of the Note to which this form is annexed, and that attests to the relevance of this internship to the work of the institution;
- (ii) an updated curriculum vitae;

- (iii) a one-page description of your practical experience; and
- (iv) a photocopy of the specification pages from your passport.

**4. Signature of applicant**

**Date**

\_\_\_\_\_

**5. Recommendation from the relevant National Authority**

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\_\_\_\_\_  
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**6. Signature, with seal or stamp, of the  
authorised representative  
of the National Authority  
or of the Permanent Representation  
to the OPCW**

**Date**

\_\_\_\_\_