



NOTE BY THE TECHNICAL SECRETARIAT

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

1. Purpose of the internship

The Technical Secretariat (hereinafter “the Secretariat”) of the OPCW wishes to inform the Member States of the offer of an internship at the OPCW 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 (hereinafter “the Convention”). In accordance with the criteria prescribed by the Internship Support Programme (S/289/2002, dated 14 January 2002), the internship will be implemented by the International Cooperation and Assistance Division of the Secretariat. In keeping with the mandate given in Article XI of the Convention, the internship will facilitate the sharing of scientific and technical information related 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 June 2005 and last for six months. Because of the limited facilities and human resources in the OPCW Laboratory, only one internship is possible at any given time.

3. Scope of the internship

- 3.1 The programme 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 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 airline ticket for this journey 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—that is, 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 of the internship will also be covered.

5. Requirements

- 5.1 Applications are invited from 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 that either are developing or have economies in transition; and
 - (c) have been working in a publicly funded or government 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 be capable of handling toxic chemicals, including chemical-warfare 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

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 15 March 2005. 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, that 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 (0)70 306 3535 or e-mailed to IntCoopBr@opcw.org.

- 7.4 Additional information about this programme may be obtained from Ms Rufaro Kambarami in the International Cooperation Branch. Her contact details are as follows:

Phone: +31 (0)70 416 3272
Fax: +31 (0)70 306 3535
E-mail: IntCoopBr@opcw.org.

Annex (English only):

Application Form

Annex

**INTERNSHIP FOR ANALYTICAL SKILLS DEVELOPMENT AT THE OPCW
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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 the 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 _____

Expiry date _____

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 Education and training

	Institution Name, Place and Country	Main Subject	Dates		Degree or Qualification
			From	To	
1.					
2.					
3.					
4.					
5.					

1.11 Profession _____

1.12 Present position _____

Name of institution _____

1.13 Please give the titles of all posts you have held, starting with the most recent.

	Post	Dates	
		From	To
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

1.14 Please give a brief description of your current work:

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

If so, please describe:

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

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.

3. Supporting documentation

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

- (a) 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;
- (b) an up-to-date curriculum vitae;
- (c) a one-page description of your practical experience; and
- (d) photocopies of the specification pages of your passport.

4. Signature of applicant

Date

5. Recommendation from your country's National Authority

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

Date
