



International Cooperation and Assistance Division

S/1079/2013

12 March 2013

ENGLISH only

NOTE BY THE TECHNICAL SECRETARIAT**INVITATION TO APPLY FOR TWO INTERNSHIPS IN ANALYTICAL CHEMISTRY
SKILLS DEVELOPMENT IN 2013 AT THE VERIFIN LABORATORY
HELSINKI, FINLAND****1. Purpose of the internship**

The Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) wishes to invite Member States to nominate two participants for two internships (“NMR analysis” and “Biomedical sample analysis”) to develop analytical chemistry skills at the Laboratory of the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) in Finland in 2013. The internships will involve the analysis of compounds related to chemical weapons agents and their precursors, degradation products including metabolites, and their by-products.

2. Description of the internships

- 2.1 The programme is organised by VERIFIN, and is designed for chemists with relevant practical and theoretical experience in analytical chemistry or bioanalysis. For the first intern (“NMR analysis”), practical experience in analytical chemistry, including sample preparation and liquid chromatography (LC), as well as a theoretical understanding of nuclear magnetic resonance (NMR) spectroscopy, are essential prerequisites. For the second intern (“Biomedical sample analysis”), practical experience in analytical chemistry, including sample preparation and LC, as well as a theoretical understanding of mass spectrometry, are essential prerequisites. The selected interns must be prepared to work independently on a designated project. Although VERIFIN will propose the specific focus of the project, candidates may indicate their own areas of interest.
- 2.2 During the practical laboratory component, the interns will receive training on methods used in sample preparation and the analysis of compounds related to chemical weapons agents, their precursors, degradation products including metabolites, and the by-products of scheduled chemicals, as well as on the identification and confirmation of such compounds, mainly by NMR spectroscopy (“NMR analysis”), or by mass spectrometry (“Biomedical sample analysis”). The programme will also include aspects of quality assurance.



3. Time and duration

The internships will be for a duration of up to six months. The exact dates of commencement of the internships will be jointly agreed upon by the selected interns, the OPCW, and VERIFIN.

4. Selection of the candidates

Only one candidate will be selected for each of the internships offered under this programme. The selection of the candidates will be made by the Director-General based on the recommendation of the Review Committee and VERIFIN before 16 August 2013.

5. Financial assistance

5.1 VERIFIN will provide tutors, equipment, and infrastructure free of charge. The accommodation, internship allowances, insurance and travel costs will be borne by the OPCW.

5.2 Applications shall be submitted to VERIFIN, which will prepare a shortlist of at least two candidates for each internship. VERIFIN will forward the applications of the shortlisted candidates to the International Cooperation and Assistance Division of the OPCW together with a letter of endorsement. The Director-General will select the interns to be supported by the OPCW based on the recommendation of the Review Committee. Applications shall comply with the requirements of the OPCW Internship Support Programme, details of which are available on the OPCW website (www.opcw.org).

6. Eligibility

The intern positions are open to citizens of Member States of the OPCW (a list of which is available on the OPCW website) the economies of which are either developing or in transition. They are intended for relatively young chemists with an academic background and laboratory experience. The candidates should have practical experience with computers and basic software. A good working knowledge of English is a prerequisite.

7. Application procedure

7.1 Interested candidates should submit their applications on the Internship-Support Programme application form (annexed to this note) and should attach the following:

- (a) an up-to-date curriculum vitae;
- (b) an essay (not exceeding 300 words) outlining the objectives the candidate wishes to achieve and the type of work experience he or she hopes to acquire during the period of the internship; and
- (c) a letter of recommendation from the supervisor of the candidate at the institution where he or she is currently working, indicating how the training will be of benefit to the candidate's present position, institution, and country.

- (d) A letter of recommendation by the relevant National Authority or Permanent Representation to the OPCW.

7.2 Applications without valid contact information (including mailing address, fax number, and e-mail address) will not be considered. Applications should be sent by mail or fax directly to VERIFIN **by Friday 17 May 2013**. Incomplete applications or those received after the deadline will not be considered. Each applicant should also clearly indicate which is his/her preferred internship (“NMR analysis” or “Biomedical sample analysis”). Applications should be sent to the following address:

“NMR analysis”

Harri Koskela

VERIFIN

Department of Chemistry

P.O. Box 55

FI-00014 University of Helsinki, Finland

E-mail: Harri.T.Koskela@helsinki.fi

Fax: +358 9 191 50437

“Biomedical sample analysis”

Paula Vanninen

VERIFIN

Department of Chemistry

P.O. Box 55

FI-00014 University of Helsinki, Finland

E-mail: Paula.Vanninen@helsinki.fi

Fax: +358 9 191 50437

7.3 Additional information about this programme may be obtained from Harri Koskela. General information about the activities of VERIFIN is available on the laboratory’s website (www.verifin.helsinki.fi).

Annex: Internship-Support Programme Application Form

Annex**INTERNSHIP-SUPPORT PROGRAMME APPLICATION FORM**

This form is to be used to apply for direct OPCW support. Before completing the form, please read the guidelines presented in the accompanying Note by the Secretariat to confirm your eligibility for financial support to undertake the programme.

Applications should be received by VERIFIN **no later than on Friday 17 May 2013**.

The primary applicant should complete sections 1 – 4 of this form, and send it to the appropriate National Authority with a request to complete section 5. The National Authority should then forward the completed form to the relevant Permanent Representation to the OPCW.

The Permanent Representation should then submit the completed form to the International Cooperation and Assistance Division, OPCW, Johan de Wittlaan 32, 2517 JR The Hague, the Netherlands.

1. PERSONAL INFORMATION			
Family name			
First name(s)			
Address (home)	Street		
	Number	Post code	
	City		
	Country		
Address (work)	Street		
	Number	Post code	
	City		
	Country		
Telephone numbers, including country and city codes	Home		
	Work		
	Mobile		
Fax numbers, including country and city codes	Home		
	Work		
E-mail address	Home		
	Work		
Date of birth	Day	Month	Year
Citizenship			
Passport number			
Date of issue	Day	Month	Year
Expiry date	Day	Month	Year
Place of issue			
Bank details*			
Name of bank			
Address of bank			

*

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

Branch	
Account number	
SWIFT code	
Profession	
Position within the institution	
State title of previous post(s) held with dates:	
Brief description of your present/ongoing work:	
Have you received financial or other support from the OPCW for any activity during the past 36 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please give details
Have you applied for any other support from the OPCW?	<input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", please give details
2. THE INTERNSHIP	
Title of project:	
Name of institution where internship will be undertaken	
Address of institution	

Contact details of the institution		
Name of host supervisor		
Phone		
Fax		
E-mail		
Duration of internship and dates	From:	To:
Bank details of the institution where internship is to be held**		
Name of bank		
Address of bank		
Branch		
Account number		
SWIFT code		
Briefly state how your proposed internship is relevant to the OPCW and the Convention and how it will benefit your present work, your institution, and your country:		
Please attach (separately) a copy of your detailed internship proposal including time schedules.		
3. SUPPORTING DOCUMENTATION		
Applications will not be accepted without all of the following:		
<ul style="list-style-type: none"> • statement from the receiving institution that the intern has been accepted; • statement from the intern's present supervisor confirming that he/she will be granted leave to assume the internship; • photocopies of relevant pages from the intern's passport; and • the intern's up-to-date curriculum vitae. 		
4. SIGNATURE (HEAD OF APPLICANT INSTITUTION)		
Signature:	Date:	
5. COMMENTS/RECOMMENDATION BY NATIONAL AUTHORITY, OR PERMANENT REPRESENTATION TO THE OPCW		

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The advance internship allowance will be paid into this account for transfer to the intern.