



**OPCW**

**Technical Secretariat**

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International Cooperation and Assistance Division

S/1183/2014

12 May 2014

ENGLISH only

**NOTE BY THE TECHNICAL SECRETARIAT**

**INVITATION TO APPLY FOR AN INTERNSHIP IN ORGANIC CHEMISTRY SKILLS  
DEVELOPMENT TO BE HELD AT THE SPIEZ LABORATORY  
SWITZERLAND  
IN 2015**

**Purpose of the internship**

1. The Technical Secretariat (hereinafter “the Secretariat”) of the Organisation for the Prohibition of Chemical Weapons (OPCW) wishes to invite Member States to nominate participants for an internship in organic chemistry skills development at the Spiez Laboratory in Switzerland in 2015. The internship will involve the synthesis of compounds related to precursors, degradation products, and by-products of chemical weapons agents.

**Description of the internship**

2. The programme is organised by the Organic Chemistry Group of the Spiez Laboratory, and is designed for chemists with relevant practical and theoretical experience in organic chemistry. Practical experience in organic synthesis and gas chromatography as well as a theoretical understanding of organic-chemistry reactions are essential prerequisites. The selected intern must be prepared to work independently on a designated project. Although the Spiez Laboratory will propose the specific focus of the project, candidates may indicate their own areas of interest.
3. During the practical laboratory component, the intern will receive training on synthetic methods and purification of organophosphorus compounds related to precursors, degradation products, and by-products of scheduled chemicals (with special emphasis on synthesis), as well as on the identification and confirmation of such compounds, mainly by gas chromatography-mass spectrometry and nuclear magnetic resonance. The programme will also include the preparation of environmental samples, derivatisation techniques, and aspects of quality assurance, as well as demonstrations and training in the use of various types of analytical instruments. Visits to other relevant departments in the institution will be arranged during the internship period.



### **Time and duration**

4. The internship will be for a duration of three months in 2015. The exact date of commencement of the internship will be mutually agreed upon by the selected intern and the Spiez Laboratory.

### **Selection of the candidate**

5. The Spiez Laboratory will recommend three candidates for selection for the internship. Only one candidate will be selected for the internship offered under this programme. The final selection will be made by the Director-General of the OPCW in December 2014, in accordance with the Note by the Secretariat S/289/2002/Rev.2, dated 17 April 2012.

### **Financial assistance**

6. The Spiez Laboratory will provide tutors, equipment, and infrastructure free of charge. The accommodation, daily allowances, and travel costs must be financed by a third party. Personal insurance (medical, accident, and liability) covering Switzerland must be taken out by the candidate at their own cost or covered by the funding agency. The average cost of living is about CHF 3,500 per month.
7. In this context, it should be mentioned that after a candidate has been recommended by the Spiez Laboratory, he/she may apply to the OPCW for sponsorship under the Internship Support Programme implemented by the International Cooperation and Assistance Division of the OPCW. Details are available on the OPCW website ([www.opcw.org](http://www.opcw.org)). However, please note that prospective interns are expected to complete all necessary arrangements with the Spiez Laboratory prior to applying for OPCW sponsorship. A copy of the acceptance letter from the Spiez Laboratory must be enclosed with the application for sponsorship.
8. All candidates must indicate in their applications how they propose to fund their travel and living costs in Switzerland. If they plan to apply to the OPCW for sponsorship if selected, this should be indicated in the application.

### **Eligibility**

9. This programme is open only to citizens of the Member States of the OPCW (a list of which is available on the OPCW website). The programme is intended for relatively young chemists with the requisite academic background and laboratory experience (preferably still working in a laboratory) as indicated above. The candidate should have good computer skills and be proficient in the use of Microsoft Windows. A good working knowledge of English (or German or French) is a prerequisite.

### **Application procedure**

10. Interested candidates should submit their applications on plain paper and should attach the following:
  - (a) an updated 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.
11. Applications without valid contact information (including postal address, fax number, and e-mail address) will not be considered. Applications should be sent by post, e-mail or fax directly to the Spiez Laboratory by 31 October 2014. Incomplete applications or those received after the deadline will not be considered. Applications should be sent to the following address:
- Andreas Zaugg  
Spiez Laboratory  
Organic Chemistry Group  
3700 Spiez  
Switzerland
- E-mail: [andreas.zaugg@babs.admin.ch](mailto:andreas.zaugg@babs.admin.ch)  
Fax: +41 (0)33 228 1402
12. Additional information about this programme may be obtained from Andreas Zaugg. General information about the activities of the Spiez Laboratory is available on the laboratory's website ([www.labor-spiez.ch](http://www.labor-spiez.ch)).

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