

**NOTE BY THE TECHNICAL SECRETARIAT****INVITATION TO APPLY FOR TWO RESEARCH FELLOWSHIPS
IN ANALYTICAL CHEMISTRY SKILLS DEVELOPMENT
TO BE HELD AT THE VERIFIN LABORATORY, FINLAND, IN 2016****1. Purpose of the fellowships**

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 research fellowships “NMR¹ Specialist” and “Synthetic Chemist” for analytical and organic chemistry skills development at the Laboratory of the Finnish Institute for Verification of the Chemical Weapons Convention (VERIFIN) in Finland in 2016. The fellowships will involve the analysis or synthesis of compounds, precursors, degradation products (including metabolites), and by-products of chemical weapons agents.

2. Description of the fellowships

- 2.1 The programme is organised by VERIFIN, and is designed for chemists with relevant practical and theoretical experience in analytical chemistry/bioanalysis or synthetic chemistry. For the first research fellow (“NMR Specialist”), practical experience in analytical chemistry, including sample preparation, as well as a theoretical understanding of both nuclear magnetic resonance spectroscopy and information technology, is an essential prerequisite. For the second research fellow, (“Synthetic Chemist”), practical experience in organic synthesis and gas chromatography, as well as a theoretical understanding of organic reactions, is an essential prerequisite. The selected research fellows 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 first research fellow (“NMR Specialist”) will receive training on sample preparation and analysis methods of compounds related to chemical weapons agents, their precursors, degradation products (including metabolites), and by-products of scheduled chemicals, as well as on the identification and confirmation of such compounds, mainly by nuclear magnetic resonance spectroscopy. The second research fellow (“Synthetic Chemist”) will receive training on synthetic methods and purification of compounds related to

¹ NMR = nuclear magnetic resonance.



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 and/or liquid chromatography and nuclear magnetic resonance spectroscopy. The programme will also include the aspects of quality assurance.

3. Time and duration

The fellowships will be for a duration of six months, starting in the spring of 2016. The exact date of commencement of the fellowships will be mutually agreed upon by the selected research fellows and VERIFIN.

4. Selection of the candidate

Two candidates will be selected for the fellowships offered under this programme in two phases. The pre-selection of the candidates will be made before 19 February 2016. The final selection by the OPCW will be made before 29 February 2016. Only successful candidates will be informed by the OPCW.

5. Financial assistance

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

5.2 In this context, it should be mentioned that VERIFIN will pre-select at least four candidates for the fellowships, whose applications will be forwarded to the International Cooperation and Assistance Division of the OPCW. The Director-General will select the research fellows to be supported by the OPCW, based on the recommendation of the Review Committee. Applications shall comply with the requirements of the OPCW Fellowship Programme, details of which are available on the OPCW website (www.opcw.org).

6. Eligibility

The fellowship positions are open to citizens of the Member States of the OPCW (a list of which is available on the OPCW website) that are developing countries or countries with economies in transition. It is intended for relatively young chemists with an academic background and laboratory experience as indicated earlier. The candidate should have practical experience with computers and basic software. A good working knowledge of English is a prerequisite. Female candidates are encouraged to apply.

7. Application procedure

7.1 Interested candidates should submit their applications on plain paper 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 fellowship;
- (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 completed OPCW Fellowship Programme application form (attached as the Annex to this Note); and
- (e) a copy of the candidate's valid national passport.

7.2 Applications without valid contact information (including mailing address, fax number, and email address) will not be considered. Applications should be received by VERIFIN by **9 February 2016**. Incomplete applications or those received after the deadline will not be considered. The applicant should also clearly indicate which fellowship programme he/she prefers ("NMR Specialist" or "Synthetic Chemist"). Applications should be sent to the following address:

Applications for "NMR Specialist":

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 2941 50437

Applications for "Synthetic Chemist":

Harri Kiljunen
VERIFIN
Department of Chemistry
P.O. Box 55
FI-00014 University of Helsinki, Finland
E-mail: Harri.Kiljunen@helsinki.fi
Fax: +358 2941 50437

- 7.3 A copy of the completed OPCW Fellowship Programme application form should be sent to the respective National Authority to the OPCW, which is requested to endorse the application and forward it to the relevant Permanent Representation to the OPCW; the Permanent Representation should then submit the completed form to the International Cooperation and Assistance Division of the OPCW. Alternatively, the already endorsed application form should be submitted directly to VERIFIN.
- 7.4 Additional information about this programme may be obtained from Harri Koskela at Harri.T.Koskela@helsinki.fi.

Annex: Fellowship Programme Application Form

Annex**FELLOWSHIP PROGRAMME APPLICATION FORM**

The applicant should complete sections 1 – 4 of this form, arrange for the endorsements by the home institution in section 5, and then send the form by mail or fax directly to VERIFIN and a copy to the respective **National Authority** with a request to complete section 6.

The respective 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. The application should be received by the OPCW **no later than 22 February 2016.**

Please type or use BLOCK LETTERS

1. PERSONAL INFORMATION								
Family name ¹								
First name(s) ¹								
Date of birth	Day	Month	Year					
Nationality								
Address (home)	Street							
	Number		Postcode					
	City							
	Country							
Address (work)	Street							
	Number		Postcode					
	City							
	Country							
Telephone and fax numbers, including country and city codes	Home							
	Work							
	Mobile							
	Fax							
Email address	Home							
	Work							
Passport number								
Date of issue	Day	Month	Year					
Date of expiry	Day	Month	Year					
Place of issue								
Mother tongue								
Knowledge of languages	Read		Write		Speak		Understand	
	Easily	Not easily	Easily	Not easily	Easily	Not easily	Easily	Not easily
1.								
2.								
3.								
4.								

¹ Please give the first and family names exactly as they appear in the nominee's passport.

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
Bank details (candidate)		
Account number		
Bank name, branch, and address		
IBAN		
SWIFT code		
2. THE FELLOWSHIP		
Title of project:		
Name and address of institution where the fellowship will be undertaken (the host institution)		
Name of the fellowship supervisor at host institution (title/position and contact information, including email and telephone number)		
Duration of the fellowship	From:	To:
Briefly state how your proposed fellowship is relevant to the OPCW and the Convention and will benefit your present work, your institution, and your country:		
3. SUPPORTING DOCUMENTATION		
Please attach a separate copy of your detailed fellowship proposal, including background, research and training objectives, work plan, and timelines.		
Applications will not be accepted without <u>all</u> of the following:		
(a) <input type="checkbox"/> Yes <input type="checkbox"/> No	letter from the host institution that the candidate has been accepted for the fellowship;	
(b) <input type="checkbox"/> Yes <input type="checkbox"/> No	letter from the candidate’s present home institution confirming that he/she will be granted leave to undertake the fellowship; and	
(c) <input type="checkbox"/> Yes <input type="checkbox"/> No	photocopies of relevant pages from the candidate’s valid passport and updated curriculum vitae.	

4. SIGNATURE OF THE CANDIDATE

Date:

**5. SIGNATURE OF THE HEAD OF THE CANDIDATE'S HOME INSTITUTION/
LABORATORY**

Date:

**6. COMMENTS/RECOMMENDATION BY THE NATIONAL AUTHORITY OR
PERMANENT REPRESENTATION TO THE OPCW**
