

**F. No. M-22011/1/2023-TECH**  
**Government of India**  
**Cabinet Secretariat**  
**National Authority Chemical Weapons Convention**

1<sup>st</sup> Floor, Chanakya Bhavan, Chanakyaपुरi,  
New Delhi-110021, dated 06<sup>th</sup> February 2023

Subject: Vacancy of the Senior Analytical Chemist (Synthetic), Grade P-4, Fixed Term basis by OPCW to all States Parties-regarding.

The National Authority for Chemical Weapons Convention (NACWC) has been set up under the Cabinet Secretariat, Government of India to fulfill the obligations of the Chemical Weapons Convention (CWC) and to act as the National focal point for effective liaison with the Organization for the Prohibition of Chemical Weapons (OPCW) and other State Parties on matters relating to the Convention as well as such other functions as may be prescribed.

2. The undersigned is directed to circulate the vacancy of Senior Analyst Chemist (Synthetic), Grade-p4, on fixed term basis, published by the Technical Secretariat (TS), OPCW, Hague, Netherland. The details of the same are attached. It is requested to circulate the above vacancy to your office/subordinate offices, for wide publicity.

3. The last date for filing application on the online portal of OPCW is 16<sup>th</sup> February 2023. In case of any further clarification, the applicants are requested to visit the website (<https://opcw.org/work-us/employment>).

Encl: As above



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- To,
1. The Director General, Indian Chemical Council (ICC), Sir Vithaldas Chambers, 6<sup>th</sup> Floor, 16, Mumbai Samachar Marg, Mumbai - 400 001, Maharashtra, with a request to place the OM their website.
  2. The President, Federation of Indian Chambers of Commerce & Industry (FICCI), 1, Federation House, Tansen Marg, Todermal Road Area, Mandi House, New Delhi-110001, with a request to place the OM their website.
  3. The Joint Secretary (Disaster Management), Hall 'B' 3rd Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001, Phone- 011-23438087, Email- jsdm@nic.in
  4. The Joint Secretary (Chemicals), Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, 344, A-wing, 3rd floor, Shastri Bhawan, New Delhi-110001, Phone- 011-23386752, Email- ashok.mathur57@nic.in
  5. The Chief Controller of Explosives, Petroleum and Explosives Safety Organization (PESO), A-Block, CGO Complex, Fifth floor, Seminary Hills, Nagpur, Maharashtra-440006
  6. The President, Confederation of Indian Industry (CII), The Mantosh Sondhi Centre, 23, Institutional Area, Lodi Road, New Delhi-110 003, with a request to place the OM their website.
  7. The Chairman, University Grants Commission (UGC), Bahadur Shah Zafar Marg, New Delhi-110002
  8. The Chairman, National Institute of Disaster Management, Paryavaran Parisar, E-5, Arera Colony, Bhopal, Madhya Pradesh-462016

9. The Vice Chancellor, Harcourt Butler Technical University, Nawabganj, Kanpur, Uttar Pradesh-208002
10. The Director, Indian Institutes of Technology-Gandhinagar, Vishwakarma Government Engineering College Complex, Chandkheda, Visat-Gandhinagar Highway, Ahmedabad, Gujarat-382424
11. The Director, Indian Institutes of Technology-Guwahati, Dr. Brajendra Nath Raychoudhury Road, IIT Guwahati-781039, Assam
12. The Director, Indian Institute of Technology-Hyderabad, Ordnance Factory Estate, Yeddumailaram-502205, Telangana
13. The Director, Indian Institute of Technology-Indore, IET-DAVV Campus: IIT INDORE (IITI), M-Block, IET-DAVV Campus, Khandwa Road, Indore-452 017, Madhya Pradesh
14. The Director, Indian Institute of Technology-Jodhpur, Old Residency Road, Ratanada, Jodhpur-342011, Rajasthan
15. The Director, Indian Institute of Technology-Kanpur, Kalyanpur, Kanpur-208016, Uttar Pradesh
16. The Director, Indian Institute of Technology-Kharagpur, Kharagpur-721302, West Bengal
17. The Director, Indian Institute of Technology-Madras, IIT Post, Chennai-600036, Tamil Nadu
18. The Director, Indian Institute of Technology-Mandi, PWD Rest House, Near Bus Stand, Mandi-175001, Himachal Pradesh
19. The Director, Indian Institute of Technology-Patna, Navin Government Polytechnic Campus, Patliputra Colony, Patna-800 013, Bihar
20. The Director, Indian Institute of Technology-Roorkee, Roorkee-247667, Uttarakhand
21. The Director, Indian Institute of Technology-(Banaras Hindu University), Varanasi-221005, Uttar Pradesh
22. The Director, Indian Institute of Science, Bangalore-560 012, Karnataka
23. The Director, Indian Institutes of Technology Bhubaneswar, Samantapuri Rear side of Hotel Swosti Plaza, Bhubaneswar-751013, Orissa
24. The Director, Defence Research & Development Establishment (DRDE), Jhansi Road, Gwalior-474002, Madhya Pradesh
25. The Director, Indian Institute of Chemical Technology, Uppal Road, Tarnaka, Hyderabad-500007, Telangana
26. The Director, Institute of Pesticide Formulation Technology (IPFT), Udyog Vihar, Sector-20, Gurugram-122016, Haryana
27. Director, National Chemical Laboratory, Dr. Homi Bhabha Road, Pune-411 008, Maharashtra
28. The Director, Indian Institutes of Technology-Bombay, Powai, Mumbai-400076, Maharashtra
29. The Director, Indian Institutes of Technology-Delhi, Hauz Khas, New Delhi-110016
30. The Chairman, Indian Oil Corporation Limited (IOCL), 3079/3, J. B. Tito Marg, Sadiq Nagar, New Delhi-110049
31. The Chairman and Managing Director, Bharat Petroleum Corporation Limited (BPCL), Bharat Bhavan, 4 and 6 Currimbhoy Road, Ballard Estate, Mumbai, Maharashtra-400 001
32. The Chief Managing Director, Hindustan Petroleum Corporation Limited (HPCL), Petroleum House, 17, Jamshedji Tata Road, Mumbai-400020, Maharashtra
33. The Chairman, Oil and Natural Gas Corporation (ONGC), Tower B, 5, Nelson Mandela Marg, Vasant Kunj, New Delhi- 110070



# Senior Analytical Chemist

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## COMPLETE OUTLINE

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### PRINCIPAL FUNCTIONS

Reporting to the Head, Laboratory and in accordance with the OPCW Core Values of *Integrity, Professionalism* and *Respect for Diversity/Gender Equality*, the Senior Analytical Chemist performs the following duties;

### RESPONSIBILITIES

**Working under the supervision of the Head, Laboratory the post holder will be responsible for the following:**

*Each Senior Analytical Chemist will have one of the following primary responsibilities, and one or more in a back-up capacity:*

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*One Senior Analytical Chemist, to be recommended by Head/Laboratory, will be designated by the Director-General as the “**Deputy Head/Laboratory and Research Programme Manager**”, responsible to the Head/Laboratory for the following functions in addition to their responsibilities as a Senior Analytical Chemist:*

Under the supervision of the Head/LAB:

- ensure the efficient and effective functioning of the Laboratory's day-to-day operations
- Ensure the quality and timeliness of the Laboratory's output and delivery of services in line with agreed quality management documentation (SOPs, Work Instructions)
- Coordinate the Laboratory's programme of research projects, in particular, manage the inter-dependencies among the various projects and support the collaboration of the Laboratory with external institutions on specific research projects
- Support the Head / Laboratory in respect of the allocation of resources and prioritisation of tasks

Senior Analytical Chemist:

- Synthetic organic chemist:
- Guarantee the daily operational readiness of the microsynthesis facility (MSF) at OPCW's

Centre for Chemistry and Technology.

- Perform synthesis and purification of small amounts of toxic chemicals within the MSF.
- Perform chemical analysis of synthesized materials by means of NMR and mass spectrometry-based techniques
- Translate knowledge on synthetic chemistry into knowledge relevant for the CWC, in terms of impurity profiling and provenance (chemical forensics).
- Translate knowledge on environmental chemistry into knowledge relevant for the CWC, in terms of agent fate, sampling and analysis.
- Provide technical advice, training and support on inspection and verification related issues including.
- Coordinate research projects at the Centre for Chemistry and Technology.
- Collaborate with other divisions within OPCW, in particular the Inspectorate division.

All posts share the following responsibilities:

Provide training and certification exercises for AC inspectors or other trainees on performing analyses using GC/MS systems and sample collection and preparation kits

- Assist with the planning of the scope, technical and organisational aspects of the training
- Develop training materials
- Prepare and validate instruments for the training
- Prepare the samples for the training and certification exercises
- Act as key lecturer and instructor during training and exercises
- Supervise the work of trainees in the laboratory
- Evaluate and report the performance of the trainees

Develop and provide training for both internal and external participants on 1) performing analyses using analytical equipment such as GC/MS, LC/MS and NMR, 2) methods/techniques supporting the proficiency testing programme, 3) safe handling of chemical agents, 4) synthesis of chemical agents, 5) other training courses as determined by the Head of the Laboratory

- Assist with the planning of the scope, technical and organisational aspects of the training
- Develop training materials
- Prepare and validate instruments for the training
- Prepare the samples for the training

- Act as key lecturer and instructor during training and exercises
- Supervise the work of trainees in the laboratory
- Evaluate and report the performance of the trainees

#### Maintain OPCW Laboratory accreditation and support QMS

- Actively contribute to the maintenance and development of the QMS in the relevant areas
- Maintain and develop QMS documentation, including SOPs and WIs
- Support internal audit activities, receive audit reports and ensure corrective action where necessary
- Assist with the preparation of the quality manuals, the document control mechanism and the recording reporting methods
- Actively participate in cross training activities to support continuity of expertise in all laboratory processes in case of staff replacement
- Assist with performing QA audits

#### Ensure safe and efficient operation of the OPCW Laboratory, including procurement and maintenance of laboratory equipment in a timely and efficient manner

- Assist with planning and drafting the annual OPCW Laboratory budget
- Assist with evaluating, selecting and delegating staff for relevant laboratory tasks
- Act as senior analytical and CW expert by advising, undertaking and supervising experimental work in the Laboratory
- Assist with activities necessary to ensure a safe working environment
- Participate in internal Health and Safety audits
- Report to the Head of OPCW Laboratory on the operational situation, progress and results
- Provide an information and place orders to ensure that there is enough equipment and chemicals to support efficient work of the OPCW Laboratory
- Supervise and undertake procedures for the use, maintenance, calibration and quality assurance of analytical equipment are in place
- Support procurement of equipment in technical aspects and advise the Committee on

Contracts as needed

Provide technical advice, training and support on inspection analytical equipment-related issues and verification-related analytical issues

- Develop, test and validate analytical methods
- Receive and evaluate information and documents related to inspection equipment and sample analysis
- Provide technical advice and support to the Head of the Laboratory when required
- Ensure that different divisions and branches of OPCW are provided with technical advice and information relating to inspection analytical equipment and verification-related analytical issues when requested

Assist the Inspectorate by acting as an Analytical Chemist Inspector

- Perform research on industrial chemicals and their analysis prior to an inspection
- Prepare for mission by taking part in pre-mission briefings, get medical clearance, fit personal protective equipment
- Travel on inspections and function as an Analytical Chemist
- Report/brief post inspection

Assist in the Preparation of Authentic Samples

- Handle, process and split samples gathered by inspectors and sent for offsite analysis
- Evaluate reports prepared by designated laboratories

**Perform other duties as required**

## RECRUITING PROFILE

### **Education (Qualifications):**

**Essential:** An advanced degree in Chemistry or equivalent from a recognized institution. A first-level university degree in combination with extensive relevant laboratory experience (=> 9 years) may be accepted in lieu of the advanced university degree.

**Desirable:** Ph.D. in Chemistry, Biochemistry or Toxicology preferably with a focus on Analytical or

Bioanalytical Chemistry.

**Experience:**

**Essential:**

At least 7 years experience in the field of analytical chemistry and instrumental analysis with advanced degree or 9 years with first level degree;

A minimum of 6 years recent and practical experience as operator of GC/MS and/or LC/MS and/or NMR instrumentation;

**Desirable:**

In addition, for the Deputy Head/Laboratory and Research Programme Manager: Desirable: prior experience in project management, including training such as PRINCE2 project management, will be an asset.

**Skills and Abilities (key competencies):**

- Knowledge of the chemistry of Scheduled chemicals, their precursors and degradation products that are listed in the 'Annex on Chemicals' in the CWC;
- Knowledge of sampling and analysis procedures for the analysis of chemical weapons related chemicals and of related instrumental analytical methods and techniques (GC/MS, LC/MS, FTIR, NMR);
- Knowledge of quality assurance and quality control procedures and international standards;
- Strong computer software and electronic data management skills;
- Basic understanding of general analytical methods including their limitations and of modern instrumentation needed to apply these methods in field as well as laboratory situations;
- A broad understanding of the various analytical techniques (and their limitations) used by laboratories in the analysis of Convention related chemicals;
- Ability to manage teams in working on technical projects, background in quality management systems;
- Tact, discretion, and the ability to work harmoniously in a multi-cultural environment.

**Language Requirements:**

Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.

## Senior Analytical Chemist (P-4) (Synthetic)

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### About Us

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#### OPCW and its priorities



The OPCW's Verification Division works towards achieving chemical disarmament and preventing the re-emergence of chemical weapons through participation in the planning and oversight of inspections at both military and chemical industry facilities. The division also manages declarations while maintaining and strengthening the scientific capabilities of the Organisation, especially its laboratory component. The division also conducts Technical Assistance Visits at the request of States Parties.

The Division is responsible for the day-to-day operation of OPCW's verification regime. It is a key element of the Secretariat, using trustworthy and science-based information to implement all aspects of the Convention including decisions from the Policy Making Organs.

### General Information

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- **Contract Type**  
Fixed-term Professional
- **Grade**  
P4
- **Total Estimated monthly remuneration depending on post adjustment and family status: USD**  
9 530
- **Closing Date**  
16/02/2023

### Responsibilities

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#### Job Summary

This position is part of the OPCW Laboratory which is responsible for providing efficient and effective support, and technical as well as scientific advice, to the Organisation on verification-related activities. The OPCW Laboratory offers training and certifications on equipment and procedures, handles authentic samples taken during inspections, performs research, develops and implements methods for analysis and testing programs; and maintains the OPCW Central Analytical Database (OCAD).

The primary responsibilities of the Senior Analytical Chemist are to support the implementation of a credible verification regime by ensuring that the OPCW Laboratory continues to develop its capabilities for analysis of chemicals relevant to the Chemical Weapons Convention (CWC) while operating in an efficient manner in accordance with quality assurance standards. For this particular position, an organic chemist is required to support the OPCW Laboratory with chemical synthesis and chemical knowledge for their envisaged research programs at OPCW's Centre for Chemistry and Technology (CCT).

#### Main Responsibilities

As the Senior Analytical Chemist, you will perform the following duties:

Guarantee the daily operational readiness of the micro synthesis facility (MSF) at OPCW's Centre for Chemistry and Technology. Perform synthesis and purification of small amounts of toxic chemicals within the MSF. Perform chemical analysis of synthesized materials by means of NMR and mass spectrometry-based techniques. Translate knowledge on synthetic chemistry into knowledge relevant to the CWC, in terms of impurity profiling and provenance (chemical forensics). You will translate knowledge on environmental chemistry into knowledge relevant to the CWC, in terms of agent fate, as well as sampling and analysis. In addition, as the Senior Analytical Chemist you will provide technical advice, training, and



support on inspection and verification-related issues. Coordinate research projects at the new Centre for Chemistry and Technology. Collaborate with other divisions within OPCW, in particular the Inspectorate division.

To view the complete Job Description, please click the link here.

## Qualifications and Experience

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### Education

In order to succeed in this role you have to have an advanced degree in Organic Chemistry, with a focus on chemical synthesis, or equivalent from a recognized institution, not necessarily from a university.

**Desirable:** PhD/Masters/Good honours degree in chemistry, preferably majoring in Organic Chemistry, with a focus on chemical synthesis.

### Knowledge and Experience

#### Essential:

- Organic synthesis experience, in particular in relation to toxic organophosphorus, organosulfur, and organonitrogen-containing compounds, as can be derived from publication records.
- Experience with safe handling of toxic materials.
- A minimum of 5 years of practical experience as an operator of NMR instrumentation.
- Hands-on experience with GC-MS and/or LC-MS analysis.

#### Desirable:

Experience in analytical techniques relevant to forensic/environmental chemistry

### Skills and Competencies

To succeed in this role you will need the following skills and competencies:

- Proven synthetic organic chemistry skills, preferably in the field of toxic chemicals; experience working in a Schedule 1 facility is highly desirable;
- Knowledge of the chemistry of Scheduled chemicals, their nomenclature, precursors, and degradation products that are listed in the 'Annex on Chemicals' in the CWC;
- Practical skills in the analysis of organic chemicals (e.g., NMR and mass spectrometry-based methods);
- Basic understanding of modern database methodology;
- Basic project management skills;
- Tact, discretion, and the ability to work harmoniously in a multicultural environment.

### Languages

Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.

## Additional Information

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This fixed-term appointment is for the duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules.

The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years.

The mandatory age of separation at the OPCW is 65 years.

Fixed-term staff members participate in the OPCW provident fund. A monthly staff contribution is met with a doubled amount by the OPCW to ensure separating staff have the capital necessary to move on to new challenges.

The Director-General retains the discretion to not make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.

Only fully completed applications submitted before the closing date and through OPCW CandidateSpace will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.

OPCW General Terms and Conditions

### Important notice for applicants who are currently insured under the Dutch Social Security system

Although headquartered in the Netherlands, the OPCW is not a regular Dutch employer but a public international organisation with its own special status. Please be advised that if you are currently insured under the Dutch Social Security system, you will be excluded from this system as a staff member of the OPCW. You will consequently be insured under the organisation's system. The above also applies to your dependents unless they are employed by a regular Dutch employer, they are self-employed in the Netherlands, or are receiving Dutch social security payments.

Please refer to the website of the Ministry of Social Affairs and Employment for more information about the possible consequences for you and your dependents, such as exclusion from 'AWBZ' and 'Zorgverzekeringswet' coverage: 'Werken bij een internationale organisatie'.