

OPCW Head, Laboratory (P-5)

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- Ref. : 2019-17
- 27/02/2019
- Verification Division

Join our team and work towards a world free of chemical weapons.

The Verification Division is responsible for the planning, support, oversight, and finalisation of chemical weapons inspections carried out under Articles IV and V of the Convention, as well as inspections under Article VI, which verify that relevant industry sites are not being used for purposes prohibited under the Convention.

General Information



Contract Type
Fixed term P Staff



Grade
P5



Total Salary (including post adjustment)
USD 117,944



Closing Date
26/03/2019

Responsibilities

[Job Summary](#)

The OPCW Laboratory provides scientific and technical support to ensure that the Technical Secretariat has the capability to perform analysis in support of verification activities related to inspections, investigations of alleged use and training missions. This includes the preparation and dispatch of analytical instruments used in on-site analysis missions.

In addition, it manages the OPCW environmental and biomedical proficiency testing programmes, which are used to designate external laboratories in order to maintain a competent capacity for analysis of samples.

[Main Responsibilities](#)

As an enthusiastic and self-motivated scientist you will be responsible for leading the OPCW laboratory of 11 staff. Along with your excellent communication and coordination skills you will work with other teams in the multidisciplinary matrix and with partners. Your strong background and proven track record in the field of analytical chemistry will help you in

providing state of the art methodologies, techniques related to chemical forensics and preparing inspectors for on-site analysis. In your role as Head of Laboratory, you will establish and lead with the objective to execute and report on data of false/positive identification analysis. In addition, you will be responsible for analysis of bio-molecules and working with quality management systems in order to meet high quality expectations of internal/external stakeholders. Management of annual budget, training and capability building exercises will also be part of your job's portfolio.

Complete Job Outline

Post level: P-5

Overall management of the OPCW Laboratory

- Effective implementation of the approved annual programme of work and management of the budget;
- Plan and proactively manage Laboratory staff, including contractors, fellows, interns, ensuring all staff within the Laboratory function to their potential and achieve objectives set both individually and for the team as a whole. This will include where appropriate completing all relevant elements of the OPCW performance management process, coaching and developing staff on an ongoing basis and providing opportunities for staff to innovate and develop the service. As necessary manage the attendance of staff to achieve optimal results;
- As senior manager at the Rijswijk facility, oversee all aspects of facility management, to include facility repairs, security, and operational issues;
- Provide timely proposals for changes in operational procedures that are needed to insure a safe and effective workplace;
- Ensure all Laboratory staff are properly trained for their assignments;
- Ensures that the quality management objectives of the Laboratory are met, to include ISO17025 & ISO17043.

Support all issues relating to sampling and both on-site and off-site analysis

- Participate in policy discussions and ensure that sound scientific policy is followed in developments in the Secretariat;
- Provide advice to the Scientific Advisory Board and its Technical Working Groups as well as to the Validation Group;
- Initiate development and research activities at OPCW Lab as required and coordinate with other members of the Secretariat in order to implement new sampling and analysis tools or techniques;
- Support all sampling and analysis missions;

- Ensure readiness of the OPCW laboratory to receive, handle and dispatch authentic samples including the ability to certify the stability and concentration of control samples;
- Provide technical support and expertise to the senior management for evaluation of results of analysis by the designated labs of authentic samples;
- Make sure that the OPCW lab retains the capability to deploy dedicated staff on site to support sensitive sampling operations as for Technical Assistance Visit.

Provide scientific and technical leadership and co-ordinate related activities.

- Ensure that the designated laboratory system meets the needs of the OPCW for timely and accurate analysis of samples taken for off-site analysis;
- Coordinate all aspects of the proficiency testing programmes (both environmental and biomedical);
- Coordinate the toxin analysis exercises;
- Coordinate the capacity building programmes managed by the Laboratory;
- Ensure the technical readiness to conduct on-site GC/MS analysis;
- Ensure the suitability and maintenance of the OPCW Central Analytical Database (OCAD);
- Ensure the technical capabilities, including instrumentation and methods, remain up to date.
- Coordinate and lead scientific, research and publishing activities of the laboratory.

Training programme

- Coordinate with the Inspectorate to provide training to Analytical Chemist Inspectors;
- Provide training to Secretariat staff as necessary;
- Coordinate with the International Cooperation and Assistance division to provide training courses in support of capacity building programmes;
- Performs other duties, as required.

Providing main user perspective and expertise to the planning and building of the OPCW Center for Chemistry and Technology

- Fulfil the required tasks of the HoL as defined in the project management structure;
- Provide the perspective of the main user of the new facility in all matters related to the planning and building of the new facility. Define needs based on identified workflows and best practices and assist in the conceptual and practical realization of these needs;
- Liaise and coordinate closely with the OPCW Equipment Store and other stakeholders;
- Assist other functions in the project management structure with inputs required from the OPCW Laboratory;
- When required, prepare the OPCW Laboratory for the move to the new facility;

- When required, move the OPCW Laboratory to the new facility without or with minimal interruption of essential services provided by the OPCW Laboratory.

Qualifications and Experience

Education

You should have a MSc in Analytical Chemistry or a closely related field of chemistry, including biochemistry.

Desirable:

PhD in Analytical Chemistry or a closely related field of chemistry, including biochemistry.

Knowledge and Experience

Make sure you have at least 10 years of experience after Masters' degree in laboratory work, including preferably 5 years' experience in managing a laboratory and 3 years working with chemistry related to the chemical weapons convention (or a highly related field, such as pesticides).

Desirable:

- At least 3 years working at an OPCW Designated Laboratory or a Laboratory seeking OPCW designation or with an equivalent record of activity.
- Background in the evaluation of data and the risk of false positive identification in analysis.
- Experience in the analysis of biomolecules.
- Experience in quality management systems.
- Experience in the handling of highly toxic chemicals and materials.
- Specific knowledge of the analysis of chemical weapons related materials as well as knowledge of the chemistry of scheduled chemicals is highly desirable.

Skills and Competencies

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

Scientific:

- Knowledge of the issues in identification of chemicals using modern analytical techniques with an emphasis on chromatographic and spectroscopic techniques.
- Basic understanding of the role of false positives and misidentifications in analysis preferably with respect to the specific problems of chemicals covered by the Chemical Weapons Convention.

- Basic understanding of general analytical methods, their limitations and of modern instrumentation needed to apply these methods in field as well as laboratory situations.
- Basic understanding of sample collection, contamination control and chain of custody.

Managerial:

- Ability to manage teams in working on technical projects, ability to work within a multi-cultural environment, exposure to quality management systems.
- Recent experience in the planning and building of a new laboratory facility or major renovation of an existing laboratory facility is also highly desirable.

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

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 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 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](#)