

Senior Analytical Chemist (P-4) (Biomedical)

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 Staff Administration Assistant 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:

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
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Senior Analytical Chemist No. 1 (Environmental) and 2 (Biomedical):

- Conducting the inter-laboratory proficiency testing programme:
 - o Assist Head of the Laboratory with planning and organising tests under ISO/IEC 17043 accreditation
 - o Assist the Head of the Laboratory with preparation of Technical and Secrecy Agreements with assisting laboratories
 - o Advise Preparing Laboratory on sample preparation and shipping
 - o Oversee sample preparation and dispatch, or perform sample preparation if required
 - o Supervise and perform independent analyses of test samples
 - o Supervise and write the OPCW Laboratory report from analysis of the test samples
 - o Evaluate the participants' reports of the test, provide evaluation report
 - o Advise Evaluating Laboratory on performing analyses and checking of their draft evaluation report
 - o Act as key member in a meeting to discuss evaluation results with Evaluating Laboratory
 - o Act as key member in evaluation meetings with participating laboratories
 - o Check evaluation report
 - o Assist drafting of preliminary evaluation report
 - o Assist with the meeting to discuss results of proficiency test
 - o Assist with finalisation of test results
 - o Maintain and update the QDOCs related to this activity
 - o Take the lead with respect to audits by OIO and/or RvA for proficiency testing
 - o Assist the Head of the Laboratory with preparation and evaluation of CWC Chemical Analysis Competency Tests (CFACT).

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
- Provide advice and feedback to inspectors as required

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;

- (SAC 1-4): Several years of recent and practical experience in the analysis of chemical weapons related samples; including sample collection and sample preparation procedures for environmental samples;

Desirable: (SAC 1-4): Experience in the analysis of biomedical samples will be an asset. (SAC 1-5): Skills in the small-scale synthesis of CWC related chemicals for analysis are highly desirable. Experience developing & teaching training courses will be an asset.

- 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;
- (SAC 1-4): Practical knowledge of GC/MS processing software such as Agilent Chemstation and MS library managing software such as NIST MS Search/AMDIS;
- 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.