

Inspector (Analytical Chemist) (P-3)

Principal Functions

Under the Supervision of the Head of Cell or of a designated Inspection Team Leader (ITL), main function of Analytical Chemist (AC) inspectors is to conduct inspections under Article IV and VI of the CWC at a wide variety of declared facilities worldwide. The inspectors may need to support or join chemical demilitarisation inspections under Articles V, as well as NRMs, CI and IAU missions.

When not on missions, inspectors participate in different projects at Headquarters (HQ) assigned by the Head of Cell or other Inspectorate Cells, if required. Inspectors are expected to carry out additional tasks in accordance with the needs of the Division.

General

1. Demonstrate the **core values** of the OPCW in the execution of your duties.
2. Maintain **confidentiality** in accordance with the Manual of Confidentiality Procedure (MCP).
3. Act with due regard to **health and safety** (H&S) by taking all reasonable steps to prevent, reduce and eliminate harm, injury or illness in the work environment.
4. Conduct all phases of the mission (preparation, inspection and post-inspection activities) in an effective, efficient and consistent manner, by applying relevant INS Standard Operating Procedures (SOP) and verification guidelines:
 - Prepare for inspections by reviewing and analysing declarations, relevant technical information related to the inspection site and by conducting additional relevant research. Participate in and contribute to pre-inspection briefings site familiarisation;
 - Assist the IT in meeting the requirements of the inspection mandate, in accordance with the CWC, Quality System Documentation and mission instructions;
 - Participate in sub-teams work and perform roles/assigned tasks by the ITL. In exceptional circumstances, take on the role of Acting ITL;
 - Raise any issue that may require further attention during inspections;
 - Contribute to inspection reports, ensuring its accuracy;
 - Participate in and contribute to mission debriefings.
5. Operate and use protective, detection and decontamination equipment as per training received.
6. Assist the Head of Cell in achieving the responsibilities and objectives of the Cell.

7. Maintain and develop professional competence: complete required training and ensure that relevant knowledge and expertise is current, at headquarters or in other locations around the world.
8. Support Knowledge Management activities:
 - Participate in and contribute to trainings and to the development/review of Quality Systems Documentation;
 - Support the capture of best practices and lessons learned. Maintain and share knowledge;
 - Participate in mentoring activities as a mentor or mentee.

Specific

1. Assume the role of Sub-team Leader (STL) during Article VI inspections when there is Sampling & Analysis (S&A).
2. Prepare sampling plan and conduct S&A when applicable.
3. Review analysis results and report/ advise accordingly.
4. Performs area reconnaissance and uses of all equipment associated with such activity.
5. Assistance and protection against CW, CI, IAU, as well as participation in other OPCW NRMs.

Knowledge and Experience

Education

Essential

An advanced university degree or equivalent in Analytical Chemistry or Chemistry, or relevant scientific discipline from a recognised institution; a first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Essential

A minimum of five years of related experience with an advanced degree or seven years with a first level degree. Related experience could be: Quality Assurance/Quality Control (QA/QC) or Research and Development (R&D) operations in the chemical industry, chemical process scale-up, chemical process troubleshooting, working with (especially sample preparation or synthesis) with toxic or other high-hazard chemicals, forensic laboratory experience (especially that gained in the security or law enforcement fields), research and development in either synthetic or analytical chemistry.

Desirable

1. Experience interpreting mass spectra with understanding of ion formation, molecular ions, fragmentation, and isotope ratios.
2. Technical and practical knowledge in GC-MS analysis, including chemical identification and chemical profiling.
3. Experience and knowledge of working with chemical warfare agents, especially sample preparation and synthesis.
4. Experience and knowledge sample collection for security or law-enforcement purposes (especially in contaminated areas or in military theaters).

Skills and Abilities (key competencies)

1. **Effective communication** (especially factually orientated): speak and write clearly and effectively, listen to others, demonstrate openness in sharing information and in keeping people informed in respect of the sensitivity/confidentiality of the work, ability to interact effectively at all levels within and outside the Organisation.
2. **Proactive and goal-oriented**: demonstrate initiative, develop clear goals that are consistent with agreed strategies, allocate appropriate amount of time and resources for completing the assigned work, monitor and adjust plans and actions as necessary, and persist to complete tasks respecting deadlines and having a pragmatic approach focused on realistic results.
3. **Adaptability**: adapt and develop to evolving circumstances and complex situations, able to work under pressure with multiple projects and in diverse environment, travel frequently and respect and appreciate diversity.
4. **Teamwork**: align work with a broader team/organisational goals, place team's interest before one's own, build consensus rather than make decisions alone, support and act according group decision, even when it might not totally reflects one's position; value other's ideas and expertise and learn from them, share credit for team accomplishments and accept joint responsibility for team shortcomings.
5. Demonstrate good **computer skills**.
6. **Good situational awareness**: able to swiftly capture and interpret information from the environment and integrate it with previous knowledge to assess, adapt and cope with a situation when required.
7. **Judgement and decision making**: identify key issues quickly, interpret and follow established procedures and guidelines to deal with complex issues or situations, gather relevant information before proposing or making a decision, consider positive and negative impacts of decisions on others and on the Organization, propose a course of action or make a recommendation based on all available information.

Desirable

1. **Conflict management:** identify conflicts early, facilitate their resolution by pursuing mutually agreeable solutions.
2. **Negotiation:** prepare thoroughly, question, listen and trade concessions effectively, show flexibility and patience; think creatively; remain open minded.

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.