



ORGANISATION FOR THE PROHIBITION OF CHEMICAL WEAPONS (OPCW)

Johan de Wittlaan 32, 2517 JR The Hague, The Netherlands

V A C A N C Y N O T I C E

Post Title:	Inspector (Advanced Health & Safety Specialist) (P-3)	Date:	13 December 2011
Post Level:	P-3	Closing Date:	12 February 2012
Vacancy Ref:	E-INS/IAHSS/F0343/P-3/58/12-11		
Division:	Inspectorate		
Branch:	N.A.		

This appointment is for a three-year duration with a six-month probationary period. 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 not to 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.

Principal Functions	Requirements
<p>Serves as a member of the OPCW Inspectorate and under the supervision of the Director of the Inspectorate or a designated Team Leader, performs the following duties:</p> <ol style="list-style-type: none"> 1. Prepares health and safety plans for the conduct of specific inspections in the chemical weapons facilities or industrial facilities; 2. Reviews and analyses confidential information (e.g. declarations of state parties, facility agreements, previous inspection reports) and public information to identify country and site-specific health and safety issues, including chemicals and chemical processes involved; 3. Identifies medical/health and safety equipment, and pharmaceuticals to be taken on inspections; 4. Reviews fitness certificates and medical history forms of the team members to prepare for and anticipate any issues; 5. Checks the health requirements for inspectors both in-country and during transit; 6. Monitors and oversees the health and safety requirement of inspectors in transit and on-site; 7. Implements any routine occupational health or hygiene monitoring planned for inspections; 8. Provides routine and emergency treatment to inspectors; Co-ordinates the medical treatment of inspectors with national medical services or oversees the medical evacuation process, consulting with medical officers at headquarters; 9. Performs other inspection activities on-site if so required, such as checking records, monitoring the destruction process, applying tags and seals for inventory purposes, assisting with sampling; 10. Reports on inspection activities by: <ul style="list-style-type: none"> • Preparing inspection debriefings; • Contributing to the writing of final inspection reports in the English language; • Maintaining confidentiality in relation to declaration and inspection related information; 11. Performs other duties as required. 	<p>Knowledge and skills:</p> <ul style="list-style-type: none"> • An advanced university degree in Health Sciences or other closely related field. The required university degree can be substituted by a first level university degree or equivalent or specialized training such as a paramedic, physician's assistant, professional nursing or health and safety technician; • Results-driven, respect deadlines and have a pragmatic approach focused on realistic results; • Willing to learn and improve performance on an ongoing-basis; • Able to work harmoniously in a multi-cultural environment, have excellent negotiating skills, conflict management skills, and an ability to enhance the effectiveness of a team; • Aligns work and priorities with broader team/organisational goals; • Able to deal with complex issues and interpret procedures and guidelines in order to adapt them to cover complex situations; • Able to communicate effectively, both verbally and in writing reports, including ability to lecture at training courses and prepare documents requiring technical accuracy and of high quality; • Able to work in diverse environments and travel frequently; • Good computer skills. <p>Experience and Skills:</p> <ul style="list-style-type: none"> • A minimum of five years of experience with a advanced level degree, seven years with a first level degree or eleven years with a equivalent or specialized training. Only candidates with recent hands-on experience as a paramedic or EMA will be considered. <p>Proven experience in the following is desired:</p> <ul style="list-style-type: none"> • Knowledge and experience with operating procedures in hazardous chemical environments (in particular, chemical warfare agents); • Experience in occupational health matters. <p>Languages:</p> <p>Fluency in English is essential. A good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.</p>

<p>Total annual salary consists of a net annual salary (net of taxes and before medical insurance and provident fund deductions) in US\$ and a post adjustment. The post adjustment (cost of living allowance) is variable and subject to change without notice in accordance with the rates as set within the UN Common System for salaries and allowances. The figure quoted on the right, is based on the December 2011 rate of 52.6%.</p>		With Dependants	No Dependants
	Annual Salary (US dollars)	\$ 60,013	\$ 56,018
	Post Adjustment	\$ 31,567	\$ 29,465
	Total Salary	\$ 91,580	\$ 85,483

CANDIDATES ARE STRONGLY ADVISED TO USE ONLY THE ONLINE APPLICATION SYSTEM.

Interested applicants who are unable to submit an application online at www.opcw.org, may complete the OPCW Personal History Form and send it via e- mail to Recruitment@opcw.org.

Only applications received before the closing date will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.

There are job advertisements and offers that falsely state that they are from the OPCW. Please be aware that the OPCW does not request any payments or require any financial information (bank account details, credit card numbers) from you at any stage of the application and review process. If you are contacted with these requests, please contact Recruitment@opcw.org and notify us at once.