

JOB DESCRIPTION

POST:	Associate Projects and Programme Officer – Junior Professional Officer
ORGANIZATIONAL SETTING:	International Monitoring System Monitoring Facilities Support Section
GRADE:	P-2
RESPONSIBLE TO:	Unit Head, Logistics Support Unit, Monitoring Facilities Support Section

DUTIES AND RESPONSIBILITIES

Under the supervision of the Unit Head, Logistics Support Unit, and under the guidance of the Chief, Monitoring Facilities Support Section, to:

- Support in the planning of the Section annual projects, programme and budget according to priorities, working closely with the Section Chief, and technical colleagues to achieve the goals and objectives for the Section;
- Support the planning and development of sustainment activities for the International Monitoring System (IMS) network including data collection and communication with internal and external stakeholders;
- Contribute to administrative and technical discussions and planning of support activities and provide hands-on assistance if and as requested by the technical colleagues;
- Assist in creating input for station specific documentation; manage, edit, format and publish station specific documentation content to the document management system
- Assist in the revision, management and development of standard operating procedures (SOPs);
- Analyze options, provide inputs to operations and maintenance processes and procedures including technical specifications and terms of reference, and tracking performance;
- Provide support in planning activities related to equipment support contracts for the sustainment of the IMS network within the Section and ensure the tracking of contracts and expenditures;
- Provide support the Configuration Management Office in the administration and follow up of requests and changes to the configuration of IMS stations;
- Perform other duties as assigned.

QUALIFICATIONS

- University degree in a related science field, information technology or relevant engineering field;
- At least two years relevant working experience in the field of planning and project management, preferably part of which should have been in an international environment;

- Very good knowledge and skills using standard computer applications (Microsoft Office or similar) is essential;
- Working experience in project administration and the administration of programmes and budgets is desirable;
- Knowledge of Enterprise Resource Planning (ERP) systems such as SAP and analysis tools is desirable;
- Knowledge of business reporting and analysis tools (Power BI or similar) would be an advantage;
- Strong analytical and project management skills are essential;
- Thoroughness and excellent attention to detail is essential;
- Ability to build strong relationships with clients, focus on impact and respond positively to constructive feedback;

LANGUAGE

Excellent written and oral communication skills in English are essential. Working knowledge of other official CTBTO languages is desirable.

COMPETENCIES:

Professionalism – Demonstrates professional competence and mastery of subject matter. Conscientious and efficient in meeting commitments, observing deadlines and achieving results.

Planning and Organizing – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as requested; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary;

Communication – Very good skills in communicating with people from different backgrounds.

Teamwork - Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Technological Awareness - Ability to keep abreast of developments and relevant technologies applicable to the profession.

Client Orientation - Ability to identify clients' needs and establish and maintain effective relationships with internal and external stakeholders.

LEARNING ELEMENTS

At the end of the assignment, the Associate Projects and Programme Officer will have:

- Knowledge and understanding of the Commission, and its activities undertaken to promote entry into force of the CTBT, and the role of the Provisional Technical Secretariat (PTS) in provisional operation of the IMS.
- Knowledge of, and expertise in, the operation and sustainment of IMS stations.
- Knowledge of projects and programmes established for the operation and sustainment of the IMS network.

BACKGROUND INFORMATION

The Comprehensive Nuclear-Test-Ban Treaty (CTBT) bans nuclear explosions by everyone, everywhere: on the Earth's surface, in the atmosphere, underwater and underground.

The CTBT was negotiated in Geneva between 1994 and 1996. One hundred and eighty four countries have signed the Treaty, of which 167 have also ratified it, including three of the nuclear weapon States: France, the Russian Federation and the United Kingdom. But 44 specific nuclear technology holder countries must sign and ratify before the CTBT can enter into force. Of these, eight are still missing: China, Egypt, India, Iran, Israel, North Korea, Pakistan and the USA.

India, North Korea and Pakistan have yet to sign the CTBT. The last Annex 2 State to ratify the Treaty was Indonesia on 6 February 2012.

Since the Treaty is not yet in force, the organization is called the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO). It was founded in 1996, has over 260 staff from over 70 countries, and is based in Vienna. The CTBTO's main tasks are the promotion of the Treaty and the build-up of the verification regime so that it is operational when the Treaty enters into force. The annual budget is around US\$130,000,000 or €120,000,000.

The International Monitoring System (IMS) will, when complete, consist of 337 facilities worldwide to monitor the planet for signs of nuclear explosions. Around 90 percent of the facilities are already up and running. The IMS uses the following four state-of-the-art technologies (numbers reflect final configuration):

- Seismic: 50 primary and 120 auxiliary seismic stations monitor shockwaves in the Earth. The vast majority of these shockwaves – many thousands every year – are caused by earthquakes. But man-made explosions such as mine explosions or the announced North Korean nuclear tests in 2006, 2009, 2013, 2016 and 2017 are also detected.
- Hydroacoustic: 11 hydroacoustic stations “listen” for sound waves in the oceans. Sound waves from explosions can travel extremely far underwater.
- Infrasound: 60 stations on the surface can detect ultra-low frequency sound waves (inaudible to the human ear) that are emitted by large explosions.
- Radionuclide: 80 stations measure the atmosphere for radioactive particles; 40 of them also pick up noble gas. Only these measurements can give a clear indication as to whether an explosion detected by the other methods was actually nuclear or not. They are supported by 16 radionuclide laboratories.