CTBTO PREPARATORY COMMISSION | preparatory commission for the comprehensive nuclear-test-ban treaty organization

# JOB DESCRIPTION

**POST**: Associate Sustainment Data Analysis Officer – Junior Professional Officer

**ORGANIZATIONAL SETTING:** International Monitoring System
Monitoring Facilities Support Section

**GRADE:** P-2

**RESPONSIBLE TO:** Head, Maintenance Unit

## DUTIES AND RESPONSIBILITIES

Under the guidance of the Director of the IMS Division, overall supervision of the Chief, Monitoring Facilities Support Section, and direct supervision of the Head, Maintenance Unit, the incumbent will be responsible for the following duties:

- Support the planning and development of the operation and management for the International Monitoring System (IMS) network through identifying, planning and managing projects in relation to station sustainment;
- Contribute to the development of the Organization's sustainment and support analysis capability;
- Provide assistance in the development of station sustainment plans and data collection with internal and external stakeholders;
- Perform tasks associated with extraction, transformation and loading of data and information using available software and tools;
- Identify, collect, curate, compile, analyze, report and present data related to the sustainment of the IMS network for decision-making by station operators, managers, technical staff and policy makers;
- Evaluate the available support data and further develop life-cycle cost analyses of the IMS network;
- Assist in documentation and knowledge management of analysis activities, databases and tools;
- Participate in the evaluation and development of maintenance and logistics monitoring tools used to operate and sustain the IMS network.

## QUALIFICATIONS

- University degree in a related science field, information technology or relevant engineering field;
- At least two years of relevant working experience in the field of planning and project management, data analytics/statistics, or engineering;
- Work experience with either big data, data analysis and/or database management is essential;
- Strong analytical an planning skills are essential;
- Thoroughness and excellent attention to detail is essential;
- Good knowledge and skills using standard computer applications (MS Office or similar) is essential;
- Knowledge of data analysis software and languages such as R, QGIS, Jupyter Notebook, Python or similar is desirable;
- Strong knowledge of data extraction procedures from relational databases (MS SQL, Oracle or similar) is essential and experience with non-relational databases (ElasticsSearch or similar) is an asset;
- Familiarity with data visualization and business intelligence platforms such as Apache Superset, MS Power BI or similar platforms is an asset;
- Ability to work in an international environment, and build strong relationships with peers and management and respond positively to constructive feedback.



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(Date 08.01.2025)

**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** – Effectively implements goals that are consistent with agreed strategies; 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 Sustainment Data Analysis Officer will have gained and/or enhanced:

- Knowledge and understanding of the Comprehensive Nuclear-Test-Ban Treaty and the numerous activities undertaken to promote its entry into force such as the important involvement of the Provisional Technical Secretariat in capacity-building;
- Knowledge of and expertise in the maintenance and sustainment of IMS facilities;
- Knowledge of data analysis in an international global setting and its importance for technical and managerial decision-making;
- Ability to cultivate and manage relationships with target stakeholders, including station operators, PTS staff, State Signatories and equipment and service providers.

**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 Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization with its headquarters in Vienna, Austria is the international organization setting up the global verification system foreseen under the CTBT. The Treaty was established in 1996, has been signed by 187 states, and ratified by 178. The Treaty provides for a global verification regime, including a network of 337 stations worldwide, of which 302 are in operation, a communications system, an international data centre and on-site inspections to monitor compliance.
- The Maintenance and Field Support (MFS) Section is part of the International Monitoring System (IMS) Division. Its primary role involves ensuring the functionality, maintenance, and logistical support for the global network of monitoring facilities (stations and radionuclide laboratories). MFS engineers travel the world when visiting the many stations, usually in very remote locations. MFS also manages CTBTO's Test Centre facility at Seibersdorf where there is an equipment storage and training site.