

## JOB DESCRIPTION

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**POST:** Associate System Integration Officer – Junior Professional Officer

**ORGANIZATIONAL SETTING:** International Monitoring System (IMS)  
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 roll out and monitor the implementation of the new hardware/software related to RSSI2 on the RN subnetwork and SSI on the SHI network;
- Facilitate the documentation and prioritization of issues in collaboration with other IMS staff; liaise with all stakeholders on issue resolution; contribute to the update of documentation and/or instructional videos as required;
- Assist with the management of project pages on the internal Confluence system to make relevant information accessible and promote transparency between the stakeholders;
- Provide assistance in the development of station sustainment plans and data collection with internal and external stakeholders;
- 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;
- Assist in documentation and knowledge management of analysis activities, databases and tools;
- Support the activities and business continuity of the Maintenance Unit;

### 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 engineering;
- Strong experience with Linux and Windows is required;
- Good knowledge and skills using standard computer applications (MS Office or similar) is essential;
- Thoroughness and excellent attention to detail is essential;
- Work experience with software development, testing or quality control is desirable;
- Experience with Confluence is an asset;
- Familiarity with data visualization and business intelligence platforms such as Apache Superset, MS Power BI or similar platforms is an asset;
- Strong analytical and planning skills is an asset;

## 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 System Integration 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 implementing a significant system roll out in an international global setting;
- 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.