

JOB DESCRIPTION

POST:	Associate Equipment & Implementation Officer (Junior Professional Officer)
ORGANIZATIONAL SETTING:	On-Site Inspection Division, Equipment & Implementation Section
GRADE:	P2
RESPONSIBLE TO:	Chief, Equipment & Implementation Section (OSI/EP)

DUTIES AND RESPONSIBILITIES

Under the supervision of the Chief, (OSI/EP) and in coordination with the responsible Equipment and Implementation Officers, the incumbent will be responsible for the following duties:

- Provide technical assistance and support for the implementation of OSI field laboratory radionuclide (RN) and noble gas (NG) analysis techniques, including contamination monitoring, high resolution gamma spectrometry with HPGe detectors, or beta-gamma coincidence spectrometry with the OSI SAUNA noble gas processing and analysis equipment
- Collaborate on the testing and validation of RN and NG field laboratory equipment, software and relevant procedures
- Contribute to development and implementation of measures to improve and optimize operations of selected laboratory equipment and procedures under OSI constraints
- In cooperation with other officers of the section, calibrate sensors and coordinate with the OSI technician for equipment maintenance
- Collaborate in the development of working instructions (WINs), standard operational procedures (SOPs), training material, notes of technical meetings and other technical documentation as required, under the OSI quality management system (QMS) documentation
- Perform other duties as assigned

QUALIFICATIONS

- University degree in nuclear physics or engineering, instrumentation, chemistry, or a related field
- At least 2 years of relevant work experience with radionuclide laboratory or field analysis of environmental samples are required – experience with atmospheric/subsurface xenon samples is an asset
- Knowledge of gamma spectroscopy and coincidence techniques is an asset

LANGUAGES

- Excellent written and oral communication skills in English are essential. Working knowledge of one of the other official languages of the CTBTO Preparatory Commission 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** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from other and responds appropriately; tailors language, tone, style and format to match the audience.
- **Team work** - Works collaboratively with colleagues to achieve organizational goals; 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** - Keeps abreast of developments and relevant technologies applicable to the profession.
- **Client Orientation** – Identifies clients’ needs and establish and maintain effective relationships with internal and external stakeholders.
- **Creativity** - Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs;

LEARNING ELEMENTS

At the end of the assignment, the Junior Professional Officer will have:

- Knowledge and understanding of the Comprehensive Nuclear-Test-Ban Treaty Organization, as well as the numerous activities undertaken to promote its entry into force and the numerous and important involvement of the Provisional Technical Secretariat in developing capabilities for OSIs
- Knowledge of, and expertise in the set-up and operation of the OSI field laboratory, its noble gas and particulates sample analysis methods and their application
- Experience in supporting research as well as drafting and editing calibration or testing and validation procedures, technical reports, conference proceedings, articles and statements relating to CTBTO scientific and technical activities.

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 On-Site Inspection (OSI) division is responsible for developing and maintaining the capacity to verify States Parties’ compliance with the Comprehensive Nuclear-Test-Ban Treaty (CTBT). An OSI is launched to establish whether a nuclear explosion has been carried out. The division works to build up the OSI element of the CTBT verification regime so that the OSI capability will be available following the Treaty’s entry into force (EIF).

The objective of the OSI Equipment and Implementation Section (OSI/EP) is to provide the organization with the capability to undertake and apply on-site inspection activities and techniques as per para 69, Part II of the Protocol to the CTBT. The Section’s objective includes the provision of the required material resources and arrangements for the effective and timely conduct of an inspection. Such capabilities comprise the availability of equipment as per para 37, Protocol Part II to the CTBT, and the understanding of its strategic and tactical use in the context of an OSI.