

## JOB DESCRIPTION

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<b>POST:</b>	Associate Data Analyst and Strategic Planning Officer (Junior Professional Officer)
<b>ORGANIZATIONAL SETTING:</b>	Office of the Executive Secretary Quality Management and Performance Monitoring Section
<b>GRADE:</b>	P-2
<b>RESPONSIBLE TO:</b>	Chief, Quality Management and Performance Monitoring Section

### DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Chief, Quality Management and Performance Monitoring Section (QMPM), the incumbent will be responsible for the following duties:

- Support the planning and development of the internal Performance Monitoring Systems
  - Contribute to the design and implementation of a comprehensive monitoring framework aligned with the Mid-Term Strategy.
  - Identify and propose a relevant set of KPIs tailored to the organization's strategic objectives and operational priorities, in line with the results-based management approach.
  - Assist in integrating RBM principles into the organizational planning and monitoring processes.
  - Provide technical support to teams in adopting RBM tools and methodologies.
  - Conduct research and benchmarking to ensure KPIs are in line with international best practices and the UN 2030 Agenda.
  - Contribute to the continuous development of the Performance Monitoring Tool (PMTTool).
- Perform tasks associated with Data Analysis and Reporting
  - Analyze qualitative and quantitative data to assess organizational performance and progress toward strategic goals.
  - Support the development of visualizations, dashboards, and reports to communicate results effectively to stakeholders.
  - Support data validation, ensuring accuracy and consistency in performance reporting.
- Perform tasks associated with Stakeholder Engagement and internal collaboration
  - Work closely with cross-functional teams and external stakeholders to align monitoring efforts with organizational goals.
  - Facilitate consultations and workshops to refine the monitoring framework and ensure buy-in from stakeholders.
  - Support the preparation of progress reports for senior management and external partners.
  - Participate in training and awareness raising activities of the section.

### QUALIFICATIONS

- University degree in a related social-science field, monitoring and evaluation (M&E) or relevant fields;
- At least two years of relevant work experience in the field of planning and project management, data analytics/statistics, or M&E;
- Work experience in international organizations and understanding of the UN 2030 Agenda;

- Familiarity with data visualization and business intelligence platforms such as Apache Superset, MS Power BI or similar platforms is an asset;
- Ability to build strong relationships with peers and management 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** – 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 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;
- Knowledge of the results-based management approach and development of corporate key performance Indicators;
- 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 Quality Management and Performance Monitoring Section (QMPM) is PTS' mechanism to provide confidence among States Signatories regarding the effective operation of the PTS and its verification system. By establishing tools and procedures for performance monitoring and evaluation, QMPM fosters a culture of quality throughout the organization. These efforts are directed towards measuring, assessing, and monitoring improvements in PTS' products and services. QMPM also evaluates OSI exercises and, as part of the progressive commissioning process, the IDC experiments, primarily utilizing experts from relevant technical and scientific organizations nominated by States Signatories. This approach ensures objective contributions to the enhancement of the verification elements.