



JOB DESCRIPTION

General Information

Title: Associate Documentation Officer – Junior Professional Officer

Duty Station: Vienna

Supervision

Direct supervision by Chief, Monitoring Facilities Support Section, International Monitoring System (IMS) Division. Content and methodology of the supervision: direct, frequent contact and discussion

DUTIES AND RESPONSIBILITIES

Under the supervision of the Chief, Monitoring Facilities Support Section (MFS) and in coordination with the responsible MFS Logistics Support Unit Header(s) to:

- Implement requirements for standard drawing types and documented photographs of each IMS station and its equipment using Microsoft Visio.
- Collect, analyze and evaluate technical information for completeness and quality against existing requirements and prepare related technical drawings and documents.
- Convert the information received into technical drawings using Microsoft Visio.
- Document selected photographs from the IMS Stations to describe the different equipment and components.
- Complete and manage complementary additional information consisting of general description, equipment information and security information for each IMS station.
- Communicate with station operators and other stakeholders in various forums, providing assistance in the development of station drawings, documented photographs and information, and explaining and handing over station drawing packages and instructions.
- Assist in the development and management of the station standard operating procedures (SOPs) including quality reviewing and revising SOPs to remove errors, ensure conformity in format and consistency in content, referencing and editorial style requirements.
- Identify, collect, review, digitize, redact and organize and manage records, reports, and original equipment manufacturer information that form part of the station specific documentation.
- Manage, edit, format and publish station specific documentation content to the (Alfresco) document management system (DMS) following defined approval processes including assignment of appropriate metadata and document codes.
- Provide station specific documentation project support, including: tracking project status and milestones; monitoring project effectiveness and identifying potential improvements; organizing project documentation; preparing material for, and attending project and related technical meetings, providing status and statistics on progress for reports and presentations.
- Promote the station specific documentation to internal and external stakeholders and provide training to station operators and PTS staff.
- Support software evaluations to provide new functionalities to the station specific documentation platform.
- Maintain a web-based document collaboration platform (Alfresco Share).
- Document internal work instructions, guides and procedures for the station specific documentation project.

QUALIFICATIONS

Mandatory:

- First-level university degree or equivalent in engineering, information management, information technology, or related field.
- At least two (2) years of relevant working experience in technical drawing and information management in an engineering or technical field,
- IT- related knowledge and skills in the field of Information Management.
- Very good knowledge and skills using standard computer applications (MS Office) and in particular, a high proficiency using MS VISIO.
- Excellent written and oral communication skills in English are essential.

Desirable:

- Excellent documentation drafting and editing skills with relevant work experience in technical documentation writing.
- Work experience in an international environment.
- Familiarity with / knowledge of IMS technologies.
- Advanced proficiency using MS WORD and Adobe Acrobat.
- Oracle database knowledge and SQL.
- Document management knowledge.
- Experience with Alfresco document management system.
- Knowledge of business reporting and analysis tools (Business Objects, Crystal Reports; Tableau).

LANGUAGE

English is the working language of the CTBTO. For this position, excellent written and oral communication skills in English are essential. Knowledge of another official UN language is an advantage.

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 required. 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. Uses time efficiently.

Communication – Excellent written and oral communication skills in English; Proven and sustained communication (verbal and written) skills 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.

LEARNING ELEMENTS

At the end of the assignment, the Associate Documentation Officer will have:

- Knowledge and understanding of the Commission, 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 experience and technical expertise in, the station specific documentation of IMS stations.



CTBTO
PREPARATORY COMMISSION

PUTTING AN
END TO NUCLEAR
EXPLOSIONS

JOB DESCRIPTION

General Information

Title: Associate Public Information Officer – Junior Professional Officer

Duty Station: Vienna

Supervision

Direct supervision by Chief, Public Information Section, Legal and External Relations Division.

Content and methodology of the supervision: direct, frequent contact and discussion

DUTIES AND RESPONSIBILITIES:

Under the overall supervision of the Chief, Public Information Section:

- Provide specialized assistance in the production and delivery of information communications products and services.
- Research a broad scope of information sources, printed and electronic; compile, present and organize information for use in the preparation and production of communications products and services for external audiences.
- Organize and execute special events, such as exhibits, presentations and press events, coordinating with diverse partners and the media to highlight and publicize key events.
- Draft texts and articles for inclusion in the public website and online and printed brochures and publications.
- Assist in the running and maintenance of the Organization's social media accounts.
- Assist in the production of multimedia material, or website projects: research diverse print and electronic information sources for topics and materials for projects; suggest ideas on content, draft scripts, design elements, etc.; select and catalogue sound/ visual materials and evaluates quality for inclusion in productions, and obtain requisite clearances and copyrights; prepare "shot lists" of video and film material;
- Support Public Information Officers in evaluating and implementing recommendations and best practices.
- Perform other duties as assigned.

COMPETENCIES:

- *Professionalism* – A solid knowledge and understanding of communication and outreach practice in an international context, as well as good analytical and drafting skills;
- *Planning and Organizing* – Effective organizational skills and ability to prioritize own work programme. Efficient and reliable in meeting commitments and strict deadlines.
- *Communication* – Ability to write in a clear and concise manner and to communicate effectively orally.
- *Creativity* --Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

- *Teamwork* – Very good interpersonal skills and demonstrated ability to establish and maintain effective working relations with people in a multi-cultural environment with sensitivity and respect for diversity.

EDUCATION:

- Advanced University degree (Master's degree or equivalent) in journalism, communications, marketing, or in a related field area.

WORK EXPERIENCE:

- At least two years relevant working experience in the field of public information preferably in an international setting; experience or training in web content management systems, web design, graphic design, photography or film editing is an asset;

LANGUAGES:

- Excellent written and oral communication skills in English are essential.
- Working knowledge of another official language of the CTBTO Preparatory Commission is an asset.

Learning Elements

After the assignment the Junior Professional Officer will be able to:

- Understand the processes of working at the CTBTO; in particular in Public Information;
- Understand the processes needed to produce and distribute a wide range of communications products and services to targeted audiences.
- Understand the opportunities and challenges of working in public information at an international organization;

JPO: January 2019



CTBTO
PREPARATORY COMMISSION

PUTTING AN
END TO NUCLEAR
EXPLOSIONS

General Information

Title: **Associate Administrative Officer**

Duration: 1 year renewable up to 2 years

Date Required: ASAP

Duty Station: Vienna

Supervision

Direct supervision by: Mr Patrick Grenard

Title of the supervisor: Director, Administration Division

Content and methodology of the supervision: direct contact and discussion

Responsibilities:

Under the overall supervision of the Director, Administration Division and in close cooperation with the Senior Coordination Officer, Office of the Director:

- Assist in drafting SOPs and guidelines pertaining to varied administrative processes in OD.
- Assist in reviewing and developing a systematic process of transactional tracking of services provided by Vienna Based Organizations VBOs (aka Common Services) to the PTS; monitoring and review of routine services, related invoice payments and reconciliations, contract management. Assist in enhancing the service delivery process to make it more efficient and effective using knowledge of best practices. Monitoring of quality of services rendered.
- Assist with the tracking of the implementation of the internal audit and external audit recommendations.
- In collaboration with relevant staff, assist in preparing a draft document retention policy for the organization; assist in revising intranet web pages relating to services directory.
- Assist in the preparation, review and, as necessary, update of Administrative Directives, liaising with Legal and other relevant stakeholders.
- Assist with coordination, internal and external cooperation issues.
- Perform any duties as required.

Competencies:

- *Professionalism* – Strong theoretical background and some practical substantive experience in business administration and/or quality management. Basic understanding of financial concepts. Excellent attention to detail;
- *Planning and Organizing* – Good organizational and analytical skills and numeracy. Ability to plan and organize work under pressure of frequent and tight deadlines identify priority activities and assignments and ensure efficient monitoring and implementation of work plans;
- *Communication* – Very good communication (spoken and written) skills, including the ability to communicate effectively with diverse counterparts;
- *Client Orientation* – Identifies clients' needs and matches them to appropriate solutions.
- *Technological awareness* – Actively seeks to apply technology. Strong computer skills (knowledge of SAP is an advantage). Experience with information technology systems and use of databases and spreadsheets. Ability to quickly learn and apply new computer applications and knowledge.
- *Teamwork* – Very good interpersonal skills and demonstrated ability to establish and maintain effective working relations with people in a multi-cultural environment with sensitivity and respect for diversity.
- *Managing Performance* – Accurately judges the amount for time and resources needed to accomplish a task and matches tasks to skills. Monitors progress against milestones and deadlines.
- *Judgment/Decision making* – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Proposes a course of action or makes a recommendation based on all available information.

Education:

Advanced university degree (Master's degree or equivalent) in business/public administration/management, accounting or finance, operation management or a closely related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of an advanced university degree.

Work Experience:

A minimum of two years of progressively responsible experience in administration functions and in preparing official documents.

Languages:

Excellent written and oral communication skills in English. Working knowledge of one of the other official languages of the CTBTO Preparatory Commission is an asset.

Learning Elements:

After the assignment, the Associate Administrative Officer will be able to:

- Understand the documentation system of the CTBTO and the administrative issuances in place.
- Draft SOPs and guidelines in the administrative field, of relevance for international organizations.
- Understand the administrative functioning of the Vienna-based organizations and their interaction from the perspective of the common services provided and used by the different VBOs.



JOB DESCRIPTION

POST: Associate Finance Officer – Financial Reporting (JPO)

ORGANIZATIONAL SETTING: Division of Administration
Budget and Finance Section

GRADE: P-2

RESPONSIBLE TO: Finance Officer – Financial Reporting

Duties and Responsibilities:

Under the supervision of the Finance Officer – Financial Reporting to:

- Be accountable for general ledger reconciliations related to cash/bank accounts, assessed contributions, payroll, accounts payable, accounts receivable and goods receipt;
- Assist the Finance Officer – Financial Reporting in making various year-end adjustments for accruals, provisions, prepayments, actuarial valuation, reclassification, fund transfers, and deferred revenue, among others;
- Coordinate tax refund/reclaim process as the focal point including that of applicable staff members.
- Coordinate with Budget and Planning team to prepare related year-end adjustments associated budgetary activities, calculate cash surplus, and prepare related reconciliation, schedules and notes for annual and mid-term financial statements;
- Contribute to monitoring the integrity of and further improving various automated statements and disclosure notes through reporting tools for financial reporting purposes;
- Prepare and issue statements and schedules for the funds and accounts assigned in connection with the mid-term and year-end closure;
- Perform and assist in the administration and reporting of voluntary contributions;
- Assist the Finance Officer – Financial Reporting in providing advice on accounting policies, procedures and application software regarding voluntary contributions and contribute to ongoing efforts in standardizing donor reports;
- Perform other duties as assigned.

Competencies:

- Professionalism – Is motivated by professional rather than personal concerns; persistent when faced with difficult problems or challenges; very good analytical, communication and drafting skills; takes responsibility for incorporating gender perspectives and ensuring equal participation of women and men in all areas of work;
- Planning and Organizing – Effective organizational skills and ability to prioritize own work programme. Efficient and reliable in meeting commitments and strict deadlines;
- Teamwork – Strong interpersonal skills; ability to establish and maintain effective working relations in a multi-cultural environment with sensitivity and respect for diversity;
- Communication – Ability to write in a clear and concise manner and to communicate effectively orally. Ability to explain and defend decisions;

- Client Orientation - Ability to identify clients' needs and provide appropriate solutions; ability to establish and maintain productive partnerships with clients.

Education

- A university degree (Bachelor degree or equivalent) in accounting, finance, business administration or a related field.
- A membership in/certification from an internationally recognized accounting body a distinct advantage

Work Experience

- A minimum of two years of progressively responsible experience, part of which to be in an international environment, in the fields of investment, accounting and/or financial reporting. Experience working in financial industries is an advantage;
- Demonstrated knowledge and experience in the use of an ERP system (SAP preferred). Fluency in the use of Microsoft Office products, especially Excel.

Languages

- English and French are the working languages of the CTBTO. For this post, fluency in oral and written English is required. Knowledge of a second official UN language is desirable.

Learning Elements

After the assignment the Junior Professional Officer will be able to:

- Understand the financial reporting processes in the context of UN and international organizations
- Independently perform a wide range of accountings tasks specific to international organizations;
- Understand how the organization manages and administers Voluntary Contributions ;
- Learn about the processes and systems required for the financial reporting and accounting.



JOB DESCRIPTION

POST: Associate Finance Officer – Payments (JPO)

ORGANIZATIONAL SETTING: Division of Administration
Budget and Finance Section

GRADE: P-2

RESPONSIBLE TO: Finance Officer – Payments

Duties and Responsibilities:

Under the supervision of the Finance Officer - Payments to:

- Ensure that all payment transactions (which includes invoices, travel, payroll and staff entitlements) are carried out in accordance with Financial Regulations and Rules, Administrative Directives and are properly supported;
- Review payments to be processed by Treasury and ensure the proper recording and follow-up of financial obligations;
- Ensure that internal controls related to payments are being implemented as set out in the procedures related thereto;
- Contribute to the year-end closure process and the preparation of the year-end financial statements for assigned areas;
- Actively participating in the payment automation project;
- Perform other duties as assigned.

Competencies:

- Professionalism – Is motivated by professional rather than personal concerns; persistent when faced with difficult problems or challenges; very good analytical, communication and drafting skills; takes responsibility for incorporating gender perspectives and ensuring equal participation of women and men in all areas of work;
- Planning and Organizing – Effective organizational skills and ability to prioritize own work programme. Efficient and reliable in meeting commitments and strict deadlines;
- Teamwork – Strong interpersonal skills; ability to establish and maintain effective working relations in a multi-cultural environment with sensitivity and respect for diversity;
- Communication – Ability to write in a clear and concise manner and to communicate effectively orally. Ability to explain and defend decisions;
- Client Orientation - Ability to identify clients' needs and provide appropriate solutions; ability to establish and maintain productive partnerships with clients.

Education

- A university degree (Bachelor degree or equivalent) in accounting, finance, business administration or a related field.

Work Experience

- A minimum of two years of progressively responsible experience, part of which to be in an international environment, in the fields of investment, accounting and/or financial reporting. Experience working in financial industries is an advantage;
- Demonstrated knowledge and experience in the use of an ERP system (SAP preferred). Fluency in the use of Microsoft Office products, especially Excel.

Languages

- English and French are the working languages of the CTBTO. For this post, fluency in oral and written English is required. Knowledge of a second official UN language is desirable.

Learning Elements

After the assignment the Junior Professional Officer will be able to:

- Understand the Accounts Payables process in the context of a United Nations system organization;
- Understand risk management internal controls related to the Accounts Payables ;
- Learn about the processes and systems required for the payments to suppliers and staff.



JOB DESCRIPTION

POST: Associate Treasury Officer (JPO)

ORGANIZATIONAL SETTING: Division of Administration
Budget and Finance Section

GRADE: P-2

RESPONSIBLE TO: Treasurer

Duties and Responsibilities:

Under the supervision of the Treasurer the incumbent will:

- Assist with reconciliations related to cash/bank accounts, payroll, accounts payable, accounts receivable and assessed contributions;
- Assist the Treasurer in the preparation and review of investments in time deposits in contact with the Organizations' bank representatives;
- Assist with the management of prepaid and credit cards, including reconciliation of credit card statements;
- Assist the Treasurer in the verification of payments before release to the Organizations' banks;
- Actively participate in various projects to make improvements to the ERP system in the areas of accounts payable and treasury including payment automation project. Review ERP database records for correctness and consistency;
- Assist in the administration and reporting of assessed contributions to States Signatories;
- Review, draft and provide advice on accounting policies and procedures in relation to investments, banking services, prepaid and credit cards;
- Perform other duties as assigned.

Competencies:

- Professionalism – Is motivated by professional rather than personal concerns; persistent when faced with difficult problems or challenges; very good analytical, communication and drafting skills; takes responsibility for incorporating gender perspectives and ensuring equal participation of women and men in all areas of work;
- Planning and Organizing – Effective organizational skills and ability to prioritize own work programme. Efficient and reliable in meeting commitments and strict deadlines;
- Teamwork – Strong interpersonal skills; ability to establish and maintain effective working relations in a multi-cultural environment with sensitivity and respect for diversity;
- Communication – Ability to write in a clear and concise manner and to communicate effectively orally. Ability to explain and defend decisions;
- Client Orientation - Ability to identify clients' needs and provide appropriate solutions; ability to establish and maintain productive partnerships with clients.

Education

- Advanced University degree (Master's degree or equivalent) in accounting, finance, business administration or a related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of an advanced university degree.

Work Experience

- A minimum of two years of progressively responsible experience, part of which to be in an international environment, in the fields of investment, accounting and/or financial reporting. Experience working in financial industries is an advantage;
- Demonstrated knowledge and experience in the use of an ERP system (SAP preferred). Fluency in the use of Microsoft Office products, especially Excel.

Languages

- English and French are the working languages of the CTBTO. For this post, fluency in oral and written English is required. Knowledge of a second official UN language is desirable.

Learning Elements

After the assignment the Junior Professional Officer will be able to:

- Understand the processes related to cash management, risk management and investment in the context of a United Nations system organization;
- Understand how the organization administer assessed contributions and manages accounts receivable;
- Learn about the processes and systems required for the disbursement of payments to suppliers and staff.



JOB DESCRIPTION

General Information

Title: **Associate Expert in: Human Resources Management**

Duration: 2 years

Date Required: ASAP

Duty Station: Vienna

Supervision

Direct supervision by: Ms. Margarete Sobral

Title of the supervisor: Director, Human Resources Services, Office of the Executive Secretary

Content and methodology of the supervision: direct, frequent contact and discussion

DUTIES AND RESPONSIBILITIES:

Under the overall supervision of the Director, Human Resources Services and in close cooperation with the Head, Recruitment and Staff Development Section:

- Work towards identifying, attracting and providing guidance to potential candidates, particularly females, who can be encouraged to apply for positions in the substantive areas of the PTS. The incumbent will be particularly involved in supporting the Recruitment and Staff Development Unit in the implementation of a “Women in Science Talent Pipeline, with the aim to increase gender parity in the PTS. The overall aim will be to strengthen the quality, diversity and quantity of available talent who have the specialized scientific skills required by the PTS.
- Work in close collaboration with Member States, sister Organizations of the UN common system and external organizations to develop strategic partnerships for collaboration to identify potential female talent who could be encouraged to apply and, if considered eligible, be coached throughout the application process.
- Work with a broad scope of internal and external clients.
- Assist the Recruitment and Staff Development Unit in generating and analyzing regular reports to ascertain the quality and status of the talent pipeline, trends and areas for improvement.
- Plan, organize, manage and conduct talent acquisition activities, also in coordination with the Vienna-based Organizations and the sister organizations within the common system.
- Develop and update communication products to be used in these talent acquisition activities, as well as for wide dissemination of the PTS requirements to Outreach Multipliers worldwide, who will be marketing the PTS staffing requirements to global, regional and local

professional associations, member states, civil society organizations and other potential partners.

- Maintain and develop a list of network contacts, which is an important networking portal from which to attract talent, and;
- Perform any other functions, as required by the Recruitment and Staff Development Unit.

QUALIFICATIONS:

- University degree in business administration, human resources, law or in a related field;
- At least two years relevant working experience in the field of human resources management preferably in organization system improvement; knowledge of SAP/ERP would be an asset;
- Excellent written and oral communication skills in English are essential.

COMPETENCIES:

- *Professionalism* – Strong theoretical background and some practical substantive experience in all phases of the recruitment and automated recruitment tools;
- *Planning and Organizing* – Ability to plan and organize work under pressure of frequent and tight deadlines identify priority activities and assignments and ensure efficient monitoring and implementation of work plans.
- *Communication* – Very good communication (spoken and written) skills, including the ability to communicate effectively with diverse counterparts of the Human Resources Services;
- *Client Orientation* – Identifies clients' needs and matches them to appropriate solutions. Keeps clients informed of progress and delays in recruitment. Meets timeline as indicated and alerts the supervisor of any delays.
- *Technological awareness* – Actively seeks to apply technology including e-recruitment software. Shows willingness to learn new technology.
- *Teamwork* – Very good interpersonal skills and demonstrated ability to establish and maintain effective working relations with people in a multi-cultural environment with sensitivity and respect for diversity.
- *Managing Performance* – Accurately judges the amount for time and resources needed to accomplish a task and matches tasks to skills. Monitors progress against milestones and deadlines.
- *Judgment/Decision making* – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Proposes a course of action or makes a recommendation based on all available information.

Learning Elements:

On completion of the assignment, the Associate Expert will have/be able to:

- Understand key strategic, policy and operational issues regarding talent acquisition for highly technical positions in CTBT.
- Obtain in-depth knowledge of HR principles and practices in CTBT, which are transferable and applicable to the rest of the UN system.
- Gain firsthand experience in working on issues related to mapping capacity partners for staffing purposes as a tool to enhance delivery of operational priorities and to increase operational effectiveness in Organization.
- Ability to propose monitoring tools to capture data on talent acquisition initiatives, in order to improve reporting.
- Understand the linkages between functional requirements and programme delivery.
- Develop an understanding of challenges faced by the CTBT in attracting female candidates to apply for vacancies.
- Ability to effectively work in collaboration with entities from across the UN system as well as with key internal and external stakeholders and strategic partners.

JOB DESCRIPTION

General Information

Title: Associate Seismoacoustic Officer – Junior Professional Officer

Duty Station: Vienna

Supervision

Direct supervision by Chief, Software Application Section, International Data Centre Division.

Content and methodology of the supervision: direct, frequent contact and discussion

DUTIES AND RESPONSIBILITIES

Under the supervision of the Chief, Software Applications Section and in coordination with the responsible software engineer(s) and seismoacoustic officer(s) to:

- Provide software engineering support for the integration, evaluation and testing stages of the recently delivered new re-engineered software for the seismoacoustic technologies;
- Collaborate on the elaboration of prototypes of various software components and support the preparation of integration of these prototypes into the IDC environment;
- Support the evaluation and testing of new scientific algorithms used for the generation of IDC products with emphasis on seismic, hydroacoustic, and infrasound technologies;
- Implement unit and system testing of individual sub-systems, including analysis and automatic processing;
- Collaborate in the development of operational procedures, contribute to the development of technical documentation, as required;
- Perform other duties as assigned.

QUALIFICATIONS

1. A university degree (Bachelor's degree or equivalent) in geophysics, acoustic, atmospheric physics or a related field;
2. At least two years relevant working experience in the analysis of geophysical time-series data or in the application of a wave-technology network development or in station management, preferably part of which should have been in an international environment;
3. Experience with the UNIX operating system and the use of databases and SQL is an asset;
4. Knowledge of C, Python, Perl, and TCP/IP networking concepts are an asset;

LANGUAGE

English is the working language of the CTBTO. For this post, a very good level in English (both oral and written) is required. Knowledge of another official UN language is an advantage.

COMPETENCIES:

- *Professionalism* – A solid knowledge and understanding of communication and outreach practice in an international context, as well as good analytical and drafting skills;
- *Planning and Organizing* – Ability to plan and organize work under pressure of frequent and tight deadlines identify priority activities and assignments and ensure efficient monitoring and implementation of work plans.
- *Communication* – Very good communication (spoken and written) skills, including the ability to communicate effectively with diverse counterparts of the Human Resources Services;
- *Client Orientation* – Identifies clients' needs and matches them to appropriate solutions. Keeps clients informed of progress and delays in recruitment. Meets timeline as indicated and alerts the supervisor of any delays.
- *Technological awareness* – Actively seeks to apply technology including e-recruitment software. Shows willingness to learn new technology.
- *Teamwork* – Very good interpersonal skills and demonstrated ability to establish and maintain effective working relations with people in a multi-cultural environment with sensitivity and respect for diversity.
- *Managing Performance* – Accurately judges the amount for time and resources needed to accomplish a task and matches tasks to skills. Monitors progress against milestones and deadlines.
- *Judgment/Decision making* – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Proposes a course of action or makes a recommendation based on all available information.

LEARNING ELEMENTS

At the end of the assignment, the Associate Seismoacoustic officer would:

- have gained 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 capacity building and provisional implementation of the International Monitoring System.
- have gained experience and knowledge of scientific and technical expertise of the international Monitoring stations, their monitoring and implementation, along with the analysis of the related data; and
- be able to research, draft and edit official international studies, technical reports, conference proceedings, articles and statements relating to CTBTO scientific and technical activities.

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JOB DESCRIPTION

General Information

Title: Associate Maintenance Officer – Junior Professional Officer

Duty Station: Vienna

Supervision

Direct supervision by Chief, Monitoring Facilities Support Section, International Monitoring System Division. Content and methodology of the supervision: direct, frequent contact and discussion

DUTIES AND RESPONSIBILITIES

Under the supervision of the Chief, Monitoring Facilities Support Section (MFS) and in coordination with the responsible MFS Maintenance Unit Head, and radionuclide or seismo acoustic officer(s) to:

- Provide maintenance and engineering support for the sustainment of the IMS stations;
- Collaborate on the development of SSD drawings and support the preparation of these documents into the IMS environment;
- Support the evaluation, testing, configuration of new/alternate station equipment with emphasis on radionuclide, seismic, or infrasound technologies;
- Implement system testing of individual sub-systems used at IMS stations;
- Collaborate in the development of station operational procedures (SOPs), contribute to the development of technical documentation, as required;
- Perform other duties as assigned.

QUALIFICATIONS

1. A university degree (Bachelor's degree or equivalent) in nuclear (physics or engineering) geo (physics or engineering), acoustic (science or engineering) or a related field;
2. Experience with the Windows and/or UNIX operating systems and the use of databases is an asset;
3. Knowledge of C, TCP/IP networking concepts are an asset;

LANGUAGE

English is the working language of the CTBTO. For this post, a very good level in English (both oral and written) is required. Knowledge of another official UN language is an advantage.

COMPETENCIES:

- *Professionalism* – A solid knowledge and understanding of communication and outreach practice in an international context, as well as good analytical and drafting skills;
- *Planning and Organizing* – Ability to plan and organize work under pressure of frequent and tight deadlines identify priority activities and assignments and ensure efficient monitoring and implementation of work plans.
- *Communication* – Very good communication (spoken and written) skills, including the ability to communicate effectively with diverse counterparts of the Human Resources Services;
- *Client Orientation* – Identifies clients' needs and matches them to appropriate solutions. Keeps clients informed of progress and delays in recruitment. Meets timeline as indicated and alerts the supervisor of any delays.
- *Technological awareness* – Actively seeks to apply technology including e-recruitment software. Shows willingness to learn new technology.
- *Teamwork* – Very good interpersonal skills and demonstrated ability to establish and maintain effective working relations with people in a multi-cultural environment with sensitivity and respect for diversity.
- *Managing Performance* – Accurately judges the amount for time and resources needed to accomplish a task and matches tasks to skills. Monitors progress against milestones and deadlines.
- *Judgment/Decision making* – Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Proposes a course of action or makes a recommendation based on all available information.

LEARNING ELEMENTS

At the end of the assignment, the Associate Maintenance officer would:

- have gained 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 capacity building and provisional implementation of the International Monitoring System.
- have gained experience and knowledge of scientific and technical expertise of the international Monitoring stations, their monitoring and implementation, and
- Be able to research, draft and edit official international studies, technical reports, conference proceedings, articles and statements relating to CTBTO scientific and technical activities.