

Attracting talent to put an end to nuclear testing: working in CTBTO



Our Organization

At a glance



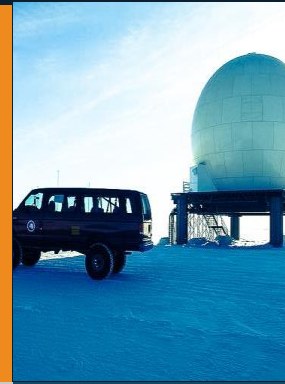
Staff

over 260



Headquarters

Vienna



5 Divisions

Administration
Legal and External
Relations
International Monitoring
System
International Data Centre
On-Site Inspections

Executive Secretary

Dr Lassina Zerbo



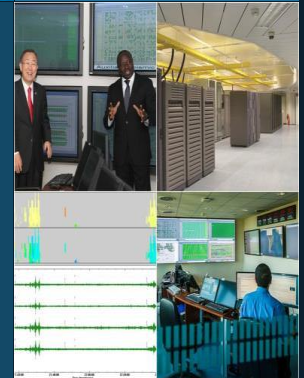
International

Staff from 70
countries



Budget

120.000.000 Euro



Our Mission

- **Assist the Preparatory Commission in the establishment of a global verification regime to monitor compliance with the comprehensive ban on explosive nuclear testing.**
 - **This regime – sometimes referred to as a "global alarm system" – is being built so that it will be operational as soon as the Treaty enters into force.**
- **Promote the signing and ratification of the Treaty so that it enters into force as soon as possible.**

The Organization considers its staff and their expertise to be its most important resource.

The staff of CTBTO is an international group of highly committed man and women who want to make a difference.

They come from diverse backgrounds in the scientific, technical, academic or managerial disciplines; they may also be diplomats or international civil servants. These staff members are hired both internationally and locally, in Austria



- **Attract professional expertise at all levels, particularly women, from diverse geographical representation who have a combination of:**
 - **substantive skills**
 - **robust experience**
 - **ability to work with diverse teams**
 - **ability to communicate effectively at all levels**
 - **ability to respect diversity**

Five Divisions

Administration

Legal and External Relations

International Monitoring System

International Data Centre

On-Site Inspections

Occupational Areas

- **Administration**
- **Finance**
- **Procurement**
- **Information Systems and Technology**
- **Public Information**
- **Legal**
- **External Relations**
- **Conference Management**
- **Geosciences**
 - **Geophysics**
 - **Hydro Acoustics**
 - **Geology**
 - **Infrasound**
- **Nuclear Sciences**
 - **Radio Chemistry**
 - **Nuclear Engineering**
 - **Radio Nuclide**
- **Software Engineering**

Current gap areas

Seismologists

Field Engineering

Analytical methods

Seismic Network Operations

Radionuclide Specialists

Sensor Engineering

Data Analysis

Software Engineering

Scientific Data Management

Our workforce



Currently, there are 5 Professionals from Japan
(2.65% of a total number of 189 Professional Staff)

Applicants 2011 – 2016

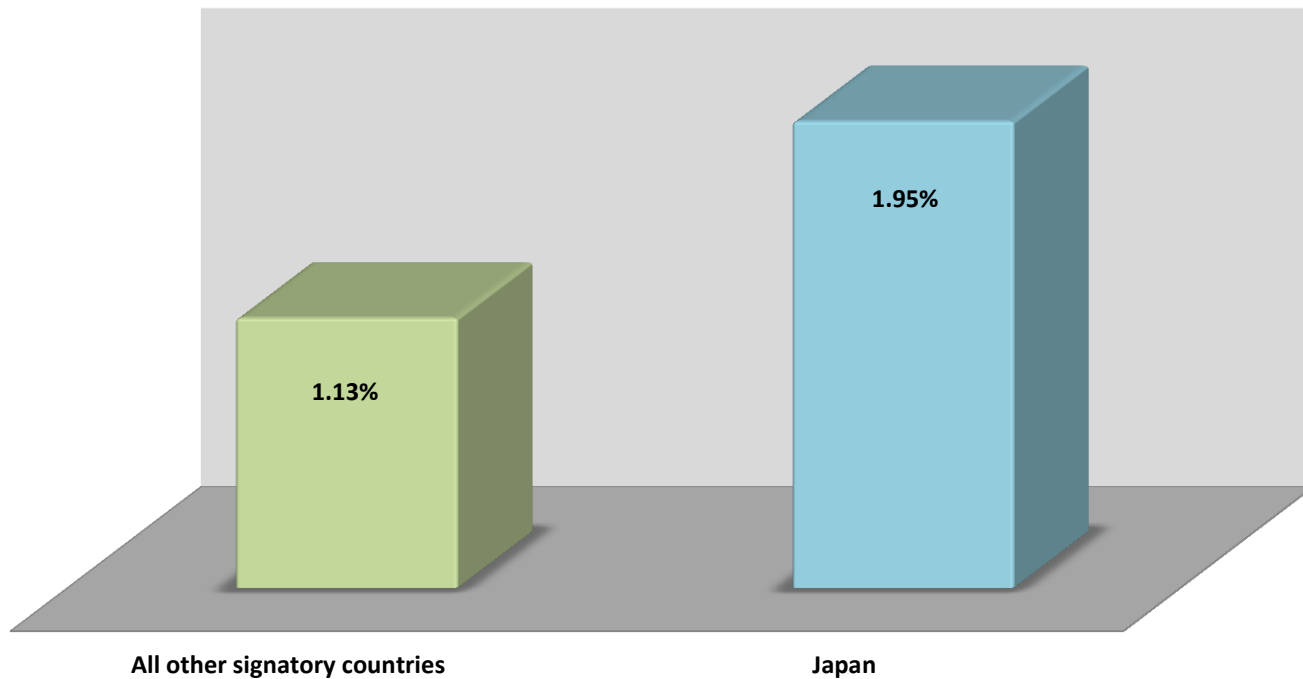
- 154 Japanese applicants out of the total 17642 applicants between Jan 2011 – Dec 2016.

Applications 2011 – 2016

- 365 applications received from (154) Japanese candidates out of the total 53981 applications received between Jan 2011 – Dec 2016.

Japanese Selections 2011/2016

Country	Selected	Applicants	% Selected
All other signatory countries	197	17488	1.13%
Japan	3	154	1.95%



Role of the Candidate

- **Searching for job openings**
- **Understanding the position**
- **Creating a profile and preparing an application**
- **Submitting a job application**

Role of the Organization

- **Evaluation of the application**
- **Assessment exercise**
- **Competency-based interview**
- **Selection notification**

- **Personal Information**
- **Education and publications**
- **Employment history**
- **Languages: read, write, speak, understand**
- **References**
- **Cover letter**

Employment History - WHAT

Description of Duties

What you do in your job (start with the most recent position)

Describe your responsibilities with careful attention to the vacancy for which you are applying

Use

Current job: present tense

Past job(s): past tense

Be specific and provide details that demonstrate you have the experience required by the vacancy

Provide numbers of staff supervised, the budget that you managed, the scope of the project you manage, how many people/communities it affects.

Employment History

Additional tips to describe your duties:

- **Your functional title alone is not enough. The Organization needs to understand what function (you) perform. Titles are vague and vary from country to country.**
- **Use action verbs: develop, manage, lead, supervise, conceptualize, implement, assist, advise, design, research**
- **Be precise – Provide facts and figures**

- **Provide information in decreasing order** (last obtained diploma or certificate needs to be mentioned first)
- **Ensure all information about your educational institution is properly reflected**
- **Indicate the type of degree obtained**
- **Indicate your relevant extra-curricular training**
- **Provide a list of your publications** (if applicable)

Cover Letter – (Content)

Describe how your experience, qualifications and competencies match the specific position

Distinguish yourself from other candidates by highlighting what makes you a good match for the position

Provide the results or improvements you were able to achieve with your work

Cover Letter – (Structure)

Open with a statement of interest

Summarize your qualifications, experience and competencies relating to the specific positions

Close with a brief summary

Final Tips for a successful PHF

- **CTBTO will first get to know you through your application/PHP**
- **Be truthful, accurate and specific**
- **Make your words count**
- **Write/edit and make sure the information is correct**

How are candidates assessed?

- 1. Screen for eligibility against the minimum criteria**
- 2. Eligible applicants invited to written online assessment**
- 3. Applicants who pass the written assessment will be invited to a competency-based interview composed of current staff members who are serving at that level or above**



- **Values:**

- Shared principles and beliefs that underpin the Organization's work and guide actions and behaviors of staff

- **Competencies:**

- Skills, attributes and behaviors directly related to successful job performance

- **Core Values**
 - **Integrity**
 - **Professionalism**
 - **Respect for Diversity**

Core Competencies

- **Communication**
- **Teamwork**
- **Planning and Organizing**
- **Accountability**
- **Creativity**
- **Client Orientation**
- **Commitment to Continuous Learning**
- **Technological Awareness**

Managerial Competencies

- **Vision**
- **Leadership**
- **Empowering Others**
- **Managing Performance**
- **Building Trust**
- **Judgement and Decision-Making**

'CARL' Principle

Context

- You will be expected to give an overview of the situation: what the situation was about, when it was, how you first got involved, what were the key events and the time frame?

Actions

- You will be expected to cover significant events, specific instances, that were clearly attributable to you rather than the team.

Results

- What was the outcome, impact or results of your actions: You may be asked questions such as: How did it turn out? What was the final result?

Learning

- What learning did you take away from this experience?

DO

- **Make a good first and last impression**
- **Maintain eye contact with the person who asked the question**
- **Practice on looking at the camera on skype**
- **Listen carefully to the complete question**
- **Keep to the point. Be as specific as possible**
- **Provide concrete examples that show you were able to handle a situation**
- **Ask for clarification if a question is not clear**

DON'T

Answer in the hypothetical. (*I would do this or that....*)

Talk about “we”, rather talk in the “I”

Talk about theories and values.... (“waffling on”)

Make blanket generalizations or statements about the future

Interrupt the panel

Ask questions about benefits and entitlements (*salary, vacations*)

Questions

Thank You
