Applying to the CTBTO
A Step-by-Step Guide

01 Sign In
- jobs.ctbto.org

02 Update Candidate Profile
- Click on the MY PROFILE tab
- If you are completing your profile for the first time, please download, fill out and upload the CTBTO Employment Information Form
- Complete all mandatory sections (personal information, education, work experience, languages, etc.)
- Upload the required documents (passport, residence permit, etc.)
- Save changes

03 Search for Vacancies
- Click on Search Jobs to view all vacancies
- Use Keywords to refine results
- Click on the job title to view the vacancy notice

03 Submit Your Job Application
- Click Apply
- Review all sections under the MY PROFILE tab
- Click Save > Next
- Make sure your Employment Information Form is updated and uploaded
- Click to upload a Cover Letter
- Answer the mandatory questions related to the vacancy
- Click Apply
- Click on the MY APPLICATIONS tab to view status

Important Tips

Work Experience
- Read vacancy carefully
- Starting with your current job, list in reverse order your relevant employment experience
- List any notable achievements relevant to the position
- Use present tense for current job and past tense for previous jobs
- Provide details about your role, your main duties and responsibilities, staff supervised, scope of projects, budget managed by you, etc.

Education
- Starting with the most recent, list your relevant educational experience
- Enter full details of educational institutions
- Indicate exact title of academic degrees
- Include training to showcase skills specific to the position
- Provide list of publications (if applicable)

Cover Letter
- The opening paragraph is your chance to catch the hiring manager’s attention, introduce yourself and express your interest and motivation
- Describe how your skills, qualifications and competencies match the position (include keywords from the vacancy)
- Highlight examples of relevant work, achievements and skills
- Distinguish yourself from other candidates
- Summarize what you would bring to the position and close with a positive note.

Technical Support
- jobs@ctbto.org