Attracting talent to put an end to nuclear testing: working at the CTBTO
Our Organization
At a glance

- **Staff**: approximately 300
- **Headquarter**: Vienna, Austria
- **Executive Secretary**: Dr. Lassina Zerbo
- **International**: Staff from approximately 90 countries
- **Budget**: ~130,000,000 USD
- **5 Divisions**
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 staff of CTBTO is an international group of highly committed men 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.
Challenges and Opportunities

Attract professional expertise at all levels 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
Occupational Areas

- Administration
- Finance
- Procurement
- Human Resources Services
- Information Systems & Technology
- Public Information
- Legal
- External Relations
- Conference Management

- Geosciences
  - Geophysics
  - Hydro Acoustics
  - Geology
  - Infrasound

- Nuclear Sciences
  - Radio Chemistry
  - Nuclear Engineering
  - Radionuclide

- Software Engineering
Current gap areas

- Seismologists
  - Field Engineering
  - Analytical methods
  - Seismic Network Operations

- Radionuclide Specialists
  - Sensor Engineering
  - Data Analysis

Forecasted gap areas

- Software Engineering
- Scientific Data Management
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
- Technical assessment
- Competency-based interview
Candidate Profile

- Personal Information
- Education
- Cover letter
- Employment Information Form
- Languages: read, write, speak, understand
- References
Description of Duties and Key Achievements

- What you do in your job (start with the most recent position)
  - Current job: present tense
  - Past job(s): past tense

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

- 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, if applicable
- 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 extra-curricular training *relevant* to the post
- Provide a list of your publications (*if applicable*)
- **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

- **Open** with a statement why you are applying for the position; how your experience contributes to the organization and position

- **Summarize** your qualifications, experience and competencies relating to the position; be specific (use keywords) and be brief (one page maximum)

- **Close** with a brief summary
Final tips for a successful application

- Ensure that the CTBTO Employment Information Form is used and the relevant documents are uploaded
- CTBTO will first get to know you through your application
- Be truthful, accurate and specific
- Make your words count
- Write/edit/spell check and make sure the information is correct
- Make sure acronyms are explained the very first time mentioned
How are candidates assessed?

1. Screen for eligibility against the minimum criteria
2. Eligible applicants invited to a technical online assessment
3. Applicants who pass the technical 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

➢ The competency-based interview is evidence based.
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
During the Interview

‘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?
SAMPLES OF COMPETENCY-BASED QUESTIONS
Describe to us a successful teamwork work experience

- What was the situation?
- Which was your role?
- What made the team successful?
- How did you handle the disagreements within the team?
- What were the results?
- What did you learn from the experience? If you had to do it again what would you do differently?
Tell us about a time when you had a number of demands being made on you at the same time? How did you handle it?

- What was the situation?
- Which was your role?
- How did you plan and organize the different actions to carry out?
- What were the results?
- What did you learn from the experience? If you had to do it again what would you do differently?
Describe to us a situation when you had to be creative

- What was the nature of the situation?
- Which was your role?
- What were the different actions to carry out?
- What were the results?
- What did you learn from the experience? If you had to do it again what would you do differently?
Describe to us a situation where you felt pressured to act in a way that would compromise your values or those of the Organization

- What was the nature of the situation?
- What were the implications of your actions?
- How did you respond to the pressure?
- What was the results?
- What did you learn from the experience? If you had to do it again what would you do differently?
DO’s and DON’Ts

Do’s

- 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
**DO’s and DON’Ts**

**Don’t**

- Answer in the hypothetical. *(I would do this or that….)*
- Talk about “we”, rather talk in the “I”; show what was your achievement
- 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)*
APPLYING FOR A VACANCY AT CTBTO

HOW TO CREATE A PROFILE AND APPLY

1. HOW TO CREATE AN ACCOUNT (NEW USER)
   - Go to the CTBTO’s Career Page and click Sign In
   - On the Login page, click Create an account
   - Enter your email address (which will serve as your User Name), then retype your email address again and choose and retype a Password of your choice and last enter your First and Last Name.
   - Select your country of Residence
   - Read the Privacy Agreement and click Accept
   - Click Create Account

2. RETURNING USERS – HOW TO LOG IN
   If you already have an account, then:
   - Go to the CTBTO’s Careers Page and click Sign In
   - Enter your email address and password and then click Sign In

3. ACCESS AND UPDATE YOUR CANDIDATE PROFILE
   After Sign In, you can access your personal profile by doing one of the following:
   - Click the tab down arrow beside your name, then click MY PROFILE on the top left-hand side of the page

4. UPDATE YOUR PROFILE
   When creating/updating your Profile, please enter information in the following sections:
   - Personal information
   - Education
   - Licences/Certificates
   - Work Experience
   - Additional Information
   - File Attachments
   - Job specific questions – if applicable

5. SAVING YOUR PROFILE
   When completing your profile for the first time, you are required to download and fill out the CTBTO Employment Information Form and upload it. Once a section is open, some of the fields become mandatory and, therefore, those fields marked with a red star must be completed and then press Save.
6. MANAGING YOUR PROFILE

The candidate profile you create serves as the ‘master copy’. Please start by completing your candidate profile before applying for a vacancy. When you apply for a vacancy, a copy of your candidate profile is created automatically and you will be able to modify it to be job-specific. Updating/modifying your profile during the application process for a vacancy does not change the version submitted when applying to other vacancies. After the deadline, the vacancy is closed and you will not be able to apply, nor update any application submitted, nor attach any additional files (cover letters etc) to your application.

7. SEARCHING & APPLYING FOR VACANCIES

Search for vacancies
- On the search bar at the left side of the page, enter keyword or job title to search for a specific vacancy or simple click Search
- Refine the search by using the checkboxes on the left side of the page.
- You can rearrange the order of the search results by using the ‘sort by’ options below the search bar

8. APPLY FOR VACANCIES

- Click on the job title to view full details of the requisition
- Click Apply to begin the application process. If you have not yet logged in, you will be asked to do so
- Review the information in your profile and make any changes you deem necessary before you submit your application
- On the bottom right side click on Next button in order to proceed to the next stage of your application process. Here you can upload your cover letter and you will be required to answer the mandatory question, highlighted in red as well as the questions related to the specific vacancy announcement. Click APPLY and your application will be successfully submitted to the Recruiters.
- An automatic confirmation email as proof of application submission will be sent to the email address you have indicated in your application.

DO YOU NEED HELP?
- In case the website is not properly displayed or you are unable to navigate through the site, please check you are using the latest version of your web browser.
- Check also that Javascript is enabled, and clear the cache.
- Avoid using the back and forward buttons in your browser. This may interrupt the application process and data may be lost. Use instead the navigation buttons within the website.
- If you still experience problems, please send an email to jobs@ctbto.org please include details of the vacancy and attach a screenshot of the error, if any.