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

<table>
<thead>
<tr>
<th>Staff</th>
<th>Headquarters</th>
<th>5 Divisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>over 260</td>
<td>Vienna</td>
<td>Administration, Legal and External Relations, International Monitoring System, International Data Centre, On-Site Inspections</td>
</tr>
</tbody>
</table>

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.
Challenges and Opportunities

• 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
Organizational Structure

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
Forecasted gap areas

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

<table>
<thead>
<tr>
<th>Country</th>
<th>Selected</th>
<th>Applicants</th>
<th>% Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other signatory countries</td>
<td>197</td>
<td>17488</td>
<td>1.13%</td>
</tr>
<tr>
<td>Japan</td>
<td>3</td>
<td>154</td>
<td>1.95%</td>
</tr>
</tbody>
</table>

International Symposium and Seminar on Global Nuclear Human Resource Development for Safety, Security and Safeguards – Tokyo, Japan
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

International Symposium and Seminar on Global Nuclear Human Resource Development for Safety, Security and Safeguards – Tokyo, Japan
Personal History Form (PHF)

- 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
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:**
  o Shared principles and beliefs that underpin the Organization’s work and guide actions and behaviors of staff

• **Competencies:**
  o Skills, attributes and behaviors directly related to successful job performance
Values

• 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’s and DON’Ts

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
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”

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)*
Thank You