

JOB DESCRIPTION

POST: Associate Human resources officer (for gender balance and multilinguism) –
Junior Professional Officer

ORGANIZATIONAL BACKGROUND

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization with its headquarters in Vienna is the international organization setting up the global verification system foreseen under the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which is the treaty banning any nuclear-weapon-test explosion or any other nuclear explosion. The Treaty provides for a global verification regime, including a network of 337 stations worldwide, a communications system, an international data centre and on-site inspections to monitor compliance.

ORGANIZATIONAL SETTING: Office of the Executive Secretary, Human resource services
GRADE: P-2 (step1)

RESPONSIBLE TO: Human resources assistant

DUTIES AND RESPONSIBILITIES

Under the supervision of the Head, Staff administration Unit, Human resources services :

- Keep under review existing policy guidelines in all areas of the Section, identify issues that require change, propose modifications, discuss, formulate and test approaches or processes and prepare the related policy papers for review;
- Provide operation support to the Recruitment and Administration functions within the Section. Enter and oversee data in the applicable HR information systems (JIRA, SAP etc);
- Undertake research on HR matters, including exploring Human Resources best practices in other inter-governmental, non-governmental and international organizations and make recommendations for consideration; draft HR policy papers, administrative directives, information circulars and staff bulletins; provide written comments and recommendations on legal matters and support staff in preparing replies to correspondence;
- Serve as the focal point for all issues requiring first level legal interpretation and opinion. Undertake research and prepare comments and/advice on the legal aspects of HR issues handled by the Section taking into account the CTBTO Staff Regulations and Rules, administrative directives, international law and relevant principles of law, jurisprudence of ILOAT;
- Prepare written briefs, provide information on administrative matters for responses to the Joint Appeals Panel in liaison with the Legal Section, as appropriate and maintain the Section's legal records as required;
- Serve as the focal point for the promotion of multilinguism in the recruitment process, with a emphasis on Francophonie, in accordance with the set policy guidelines ;
- Assist in the development and promotion of gender and diversity in accordance with the set policy guidelines;

- Contribute to the knowledge transfer and knowledge sharing initiatives of the Section, development and documentation of standard operating procedures and working practices to create an environment that emphasizes continuous improvement;
- Maintain and update implementation data related to the recruitment and staff administration processes, manage the process of up-dating and analyzing statistical data related to the Section and prepare periodic

QUALIFICATIONS

1. University degree in law, preferably with emphasis on international labor and/or administrative law;
2. At least five years relevant working experience in the field of human resource management and law with emphasis on employee/industrial relations, research and analysis, HR policy review and interpretation of Staff Regulations and Rules,
3. Knowledge of SAP is an asset;
4. Excellent written and oral communication skills in English are essential. Working knowledge of other official
5. languages of the CTBTO Preparatory Commission would be an asset

LANGUAGE

English is the working language of the CTBTO. Excellent written and oral communications skills in English are essential. Working knowledge of another UN official languages is an asset.

ADDITIONAL COMPETENCIES

- Professionalism: Professional competencies in business administration, human resources, law or related field of work; ability to review and revise the work of others; conscientious and efficient in meeting commitments, observing deadlines and achieving results; able to work independently with minimum supervision; capable of producing clear and comprehensive reports; proven analytical skills to arrive at sound conclusions when dealing with complex technical issues; ability to contribute to the development of policies and to interpret procedures and guidelines.
- Planning and Organizing: Ability to plan and organize work consistent with the strategic goals of the Section; to identify priority activities and assignments and to ensure the effective monitoring and implementation of work plans.
- Communication: Very good skills in communicating with people from different backgrounds.
- Teamwork: Very good interpersonal skills; demonstrated ability to work in a multicultural environment.
- Technological Awareness: Ability to keep abreast of developments and relevant technologies applicable to the profession.
- Client Orientation: Ability to identify clients' needs and establish and maintain effective relationships with internal and external stakeholders.
- Decision-making: Ability to make sound and timely decisions.

LEARNING ELEMENTS

At the end of the assignment, the Associate Human resources officer would:

- have gained a substantive knowledge and understanding of the Comprehensive 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 a substantive experience and knowledge of expertise related to the recruitment process of an international organization, especially in the United Nations system
- have identified and implemented programmes to support the promotion of gender and diversity in recruitment process, including the appropriate advertisement of vacant position and the capacity to support appropriate candidacies ; and
- have identified and implemented progress and programmes to support multilingualism, in line with United Nations rules and regulations, in the recruitment process and outcomes.

BACKGROUND INFORMATION

The Comprehensive Nuclear-Test-Ban Treaty (CTBT) bans nuclear explosions by everyone, everywhere: on the Earth's surface, in the atmosphere, underwater and underground.

The CTBT was negotiated in Geneva between 1994 and 1996. One hundred and eighty four countries have signed the Treaty, of which 167 have also ratified it, including three of the nuclear weapon States: France, the Russian Federation and the United Kingdom. But 44 specific nuclear technology holder countries must sign and ratify before the CTBT can enter into force. Of these, eight are still missing: China, Egypt, India, Iran, Israel, North Korea, Pakistan and the USA. India, North Korea and Pakistan have yet to sign the CTBT. The last Annex 2 State to ratify the Treaty was Indonesia on 6 February 2012.

Since the Treaty is not yet in force, the organization is called the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO). It was founded in 1996, has over 280 staff from over 70 countries, and is based in Vienna. The CTBTO's main tasks are the promotion of the Treaty and the build-up of the verification regime so that it is operational when the Treaty enters into force. The annual budget is around US\$125,420,000,000.

The International Monitoring System (IMS) will, when complete, consist of 337 facilities worldwide to monitor the planet for signs of nuclear explosions. Now 300 out of the 337 facilities are already up and running. The IMS uses the following four state-of-the-art technologies (numbers reflect final configuration):

- Seismic: 50 primary and 120 auxiliary seismic stations monitor shockwaves in the Earth. The vast majority of these shockwaves – many thousands every year – are caused by earthquakes. But man-made explosions such as mine explosions or the announced North Korean nuclear tests in 2006, 2009, 2013, 2016 and 2017 are also detected.
- Hydroacoustic: 11 hydroacoustic stations “listen” for sound waves in the oceans. Sound waves from explosions can travel extremely far underwater.
- Infrasound: 60 stations on the surface can detect ultra-low frequency sound waves (inaudible to the human ear) that are emitted by large explosions.
- Radionuclide: 80 stations measure the atmosphere for radioactive particles; 40 of them also pick up noble gas. Only these measurements can give a clear indication as to whether an explosion detected by the other methods was actually nuclear or not. They are supported by 16 radionuclide laboratories.