



Senior Communication Advisor and Chief Public Information Section, P-5

Post number: VA183-03-2018

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The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO) is an international organization located in Vienna, Austria. Its main task is to establish a global verification regime to monitor compliance with the Comprehensive Nuclear-Test-Ban Treaty (CTBT), which bans all nuclear explosions. The verification regime includes a global network of 337 monitoring facilities, using four different technologies (seismic, hydroacoustic, infrasound and radionuclide), a communications infrastructure, an international data centre, and the capability to carry out on-site inspections.

We seek to recruit a highly qualified candidate for the following position in the Commission's Provisional Technical Secretariat:

Post title:	Senior Communication Advisor and Chief Public Information Section
Grade:	P-5
Vacancy Announcement No:	VA183-03-2018
Date of Issuance:	26-Feb-2018
Deadline Date:	28-Mar-2018
Reporting date:	As soon as possible

Duties And Responsibilities:

Under the overall supervision of the Director, Legal and External Relations Division, the incumbent will carry out the following duties:

- Conceptualize, design and execute the overall public information strategy of the Organization to foster broad understanding of and international support for the objectives of the Treaty and the activities of the Preparatory Commission;
- Plan and ensure the proper implementation of the activities of the Section. Lead and direct staff; plan and allocate work assignments; coach, mentor, and evaluate staff; participate in recruitment and selection of new staff and in the development of training programs;
- Provide technical and policy advice on highly complex public information and communications issues; develop and disseminate best practices;
- Provide briefings to the public and to the media on complex technical issues in plain language, as circumstances require; prepare relevant information materials for the Executive Secretary;
- Develop a proactive media relations strategy by maintaining relations with press, television and radio as well as through electronic means;
- Oversee the preparation, from research to publication, of newsletters, brochures, reports, video/radio outputs and high profile multi-media communications campaigns; Oversee the CTBTO social media presence and lead digital media campaigns to enhance public outreach and engagement activities using a range of digital media platforms and leveraging emerging technologies and trends;
- Provide diverse materials (briefings, speeches, media analysis, media guidance, talking points, etc.) for use by senior officials;
- Set quality and production standards for information dissemination. Assess the overall effectiveness of the public information strategy and programmes and make needed changes in approach and technique;
- Perform other duties as assigned.

Qualifications:

1. Advanced university degree in communication, journalism and/or relevant fields in the technical sciences relevant to the CTBT verification technologies is required;
2. At least 10 years of experience in the field of public information, communications and journalism with a minimum of four years at the international level. National or international experience with emergency response communication is desirable;
3. Excellent oral and written command of English. Knowledge of other official languages (Arabic, Chinese, French, Russian and Spanish) is desirable.

Competencies:

Professionalism: Professional competencies in a related field of work; ability to review and revise the work of others; conscientious and efficient in meeting commitments, observing deadlines and achieving results; proven analytical and conceptual ability; capable of producing clear and comprehensive reports; capable of identifying and addressing policy issues and presenting analytical findings and making decisions based on objective analysis.

Planning and Organizing: Ability to plan and organize work with in-depth understanding of its strategic direction and ability to integrate the work of the Section into the work programme of the Division.

Communication: Very good skills in communicating complex issues with people from different backgrounds.

Teamwork: Very good interpersonal skills; demonstrated ability to work in a multicultural environment; capable of leading and gaining assistance of others in a team endeavour.

Technological Awareness: Ability to keep abreast of developments and relevant technologies applicable to the profession.

Client Orientation: Skillful in identifying clients' needs and establishing and maintaining effective relationships with internal and external stakeholders.

Leadership: Ability to provide leadership and direction to a highly professional and multicultural team; proven record of building and managing teams and creating an enabling environment.

Managing performance: Ability to coach, mentor, motivate and develop staff and encourage good performance.

Judgment/Decision-making: Good judgment and initiative, imagination and resourcefulness, energy and tact; capable of ensuring an effective work structure to maximize productivity and achieve Section's goals.

Remuneration/Contract:

CTBTO offers an attractive remuneration package with competitive pay and benefits. The level of pay for internationally recruited staff is set within scales comparable to United Nations salaries. The indicative annual net base for this particular post includes a starting tax free salary of US\$ 85,543 plus a variable Post Adjustment which stands at 53.6% for Vienna, Austria (at the time of publication). The post adjustment is reviewed from time to time in line with the provisions that apply to staff in other comparable International Organizations.

Additional benefits attached to the post include, where applicable, dependency allowance, education grant, rental subsidy, six weeks annual leave and home leave travel every two years. The salary offered is subject to deductions of contributions to the CTBTO Provident Fund and Health Insurance Scheme.

Initial contract for a fixed term of three years.

How To Apply:

All applications should be made via the CTBTO e-Recruitment system before the deadline stated in the vacancy announcement.

The CTBTO Preparatory Commission retains the discretion not to make any appointment to this vacancy; to make an appointment at a lower grade in particular if the selected candidate has less than the qualifications required; to make an appointment with a modified job description, or to offer a contract term for a shorter duration than indicated in the Vacancy Announcement.

The CTBTO Preparatory Commission reserves the right to undertake correspondence only with shortlisted candidates.

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THE PREPARATORY COMMISSION FOR THE COMPREHENSIVE NUCLEAR-TEST-BAN-TREATY ORGANIZATION IS COMMITTED TO A POLICY OF EQUAL EMPLOYMENT OPPORTUNITY. APPLICATIONS FROM QUALIFIED FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED.

CLOSE

For enquiries and/or technical support, please contact us at jobs@ctbto.org.
The more information you provide the better we can assist you.

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