



CTBTO
PREPARATORY COMMISSION

COMPREHENSIVE
NUCLEAR-TEST-BAN
TREATY ORGANIZATION

Careers at CTBTO

15 March 2023





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PREPARATORY COMMISSION

COMPREHENSIVE
NUCLEAR-TEST-BAN
TREATY ORGANIZATION

Meet the Team

**Marta FERNANDEZ DE
MAZARAMBOZ**

Head, Recruitment & Staff Development Unit

Hemamali KULARATNE

HR Officer

Muweme MUWEME

HR Officer

Mahmoud ABOU SAMAN

Senior HR Assistant

Irina BEREZINA

HR Assistant

Asta RADZIUNAITE

HR Assistant

Sara SORGER

HR Assistant





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TREATY ORGANIZATION

≡ Our Agenda

1
**WORK WITH
US**

3
RECRUITMENT

2
APPLICATION

4
**SHARE WITH
US**

5
Q & A

**//COMMITTED TO HIRING
WORLD-CLASS TALENT//**

Approximately

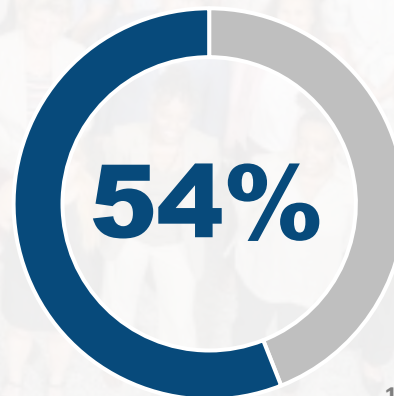
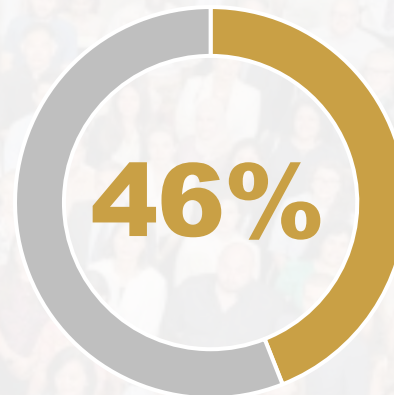


300
STAFF MEMBERS

NATIONALITIES



91





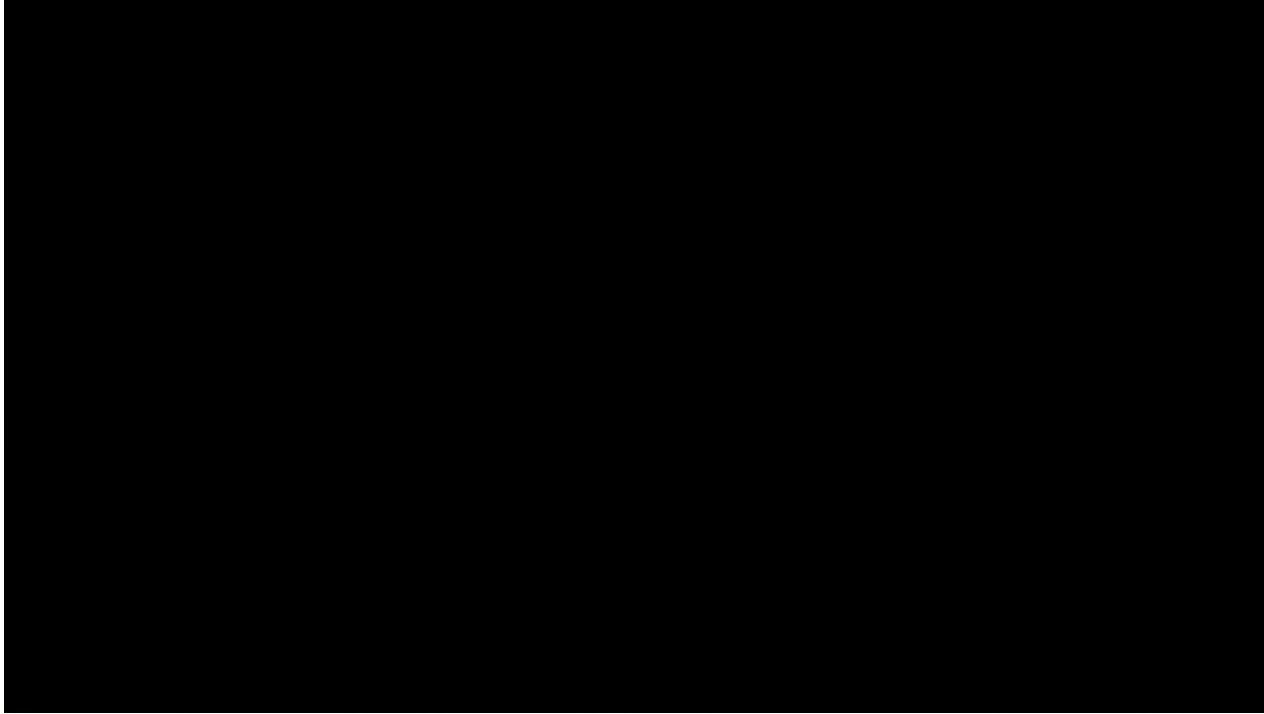
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CTBTO Employment Website Committed to Hiring World-Class Talent



We are searching for top talent across the planet to join us in our mission to ban nuclear tests in all places and for all time.



Our People are Our Most Valuable Resource

Join Our Team

Access our [career portal](#) to find a list of current employment and internship opportunities.

One PTS: Diversity is our Strength



CTBTO is committed to ensuring diversity that reaches across gender, geography and generations.



Application Process



Applying to the CTBTO



CTBTO
PREPARATORY COMMISSION

PUTTING AN
END TO NUCLEAR
EXPLOSIONS

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**

CREATE A CTBTO JOB PROFILE

- jobs.ctbto.org
- Sign In > Create an account
- Enter your e-mail address
- Create a password
- Accept privacy agreement
- Confirm activation link sent to your e-mail address

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

04

IMPORTANT TIPS



Work Experience

- Read vacancy carefully
- Starting with your current job, list 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

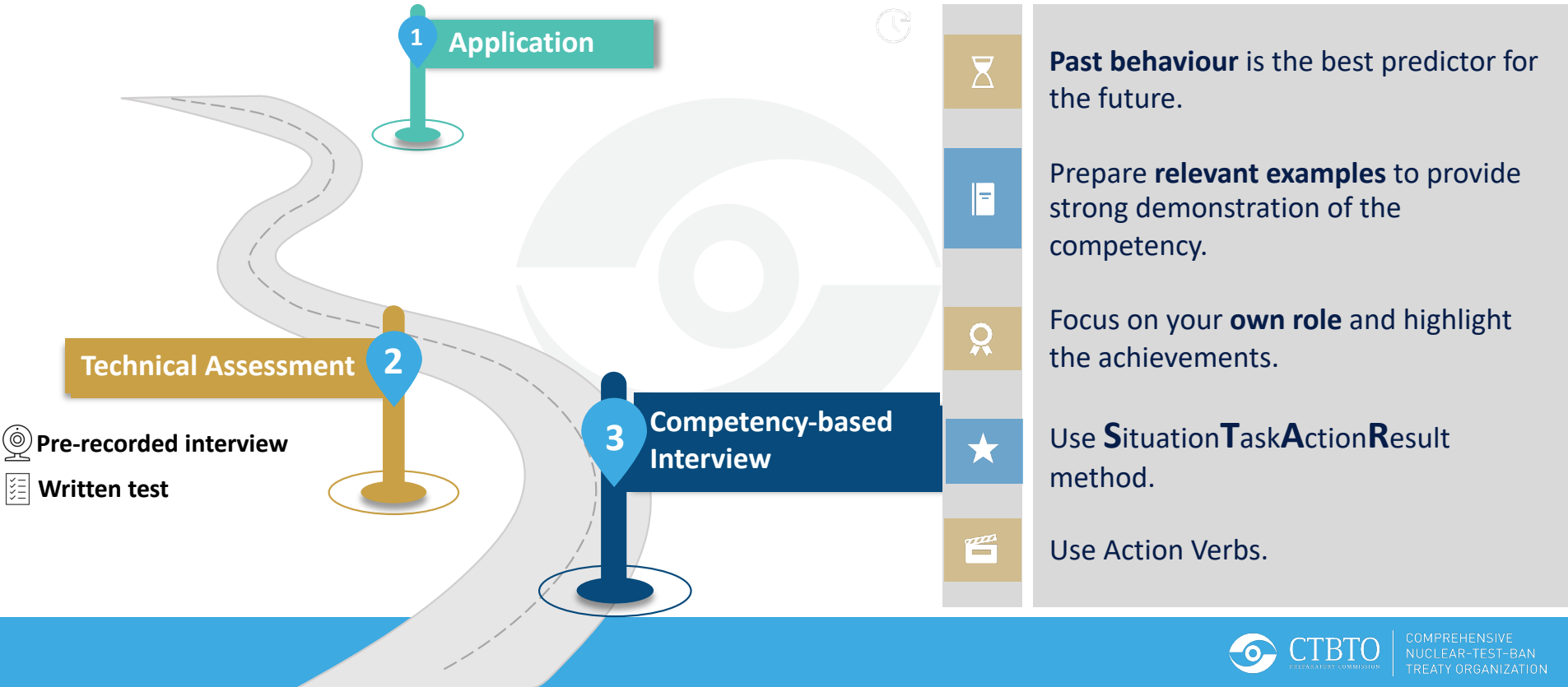
- The **opening paragraph** is your chance to catch the hiring manager's attention, introduce yourself and express your interest and motivation
- Describe** how your skills, qualifications and competencies match the position (include keywords from the vacancy)
- Highlight examples** of relevant work,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

Step-by-Step
Guide

Technical Support
jobs@ctbto.org



Recruitment Process



Action Verbs



PASSIVE VERB EXAMPLES (WEAK)	ACTIVE VERB EXAMPLES (STRONG)
The company's first-ever virtual event was executed by a team I led.	Accelerated development of the company's inaugural internship program.
Revenue was increased by 10%.	Increased revenue by 10%.
A content calendar was built that increased engagement by 15%.	Built a content calendar that increased engagement by 15%.
A new website was developed that increased traffic by 10%.	Developed a new website that increased traffic by 10%.



WWW.CAREERCONTESSA.COM

Our people,
our most valuable
resource





Q & A





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CTBTO.ORG