Vacancy Announcement

Internship - Financial Services Section, VAI-001-2013

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization with its Headquarters in Vienna is the international organisation 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 explosions. The treaty provides for a global verification regime, including a network of 321 stations worldwide, a communication system, an international data centre and on-site inspections to monitor compliance.

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

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<th>Title of Assignment:</th>
<th>Internship - Financial Services Section</th>
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<tr>
<td>Vacancy Number:</td>
<td>VAI-001-2013</td>
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<tr>
<td>Date of Issuance:</td>
<td>08-Nov-2013</td>
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<td>Deadline Date:</td>
<td>07-May-2014</td>
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<tr>
<td>Start Date:</td>
<td>as soon as possible</td>
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<td>Duration:</td>
<td>6 months</td>
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Assignment:
The CTBTO encourages the development of young professionals and every year a limited number of unpaid internships are offered to suitable candidates.

Assignments will be dependant on the needs of the Commission and we are unable to provide remuneration during the term of the placement. Please apply to this vacancy notice to be considered for our Internship Roster. Internships generally should not be shorter than three months and not longer than six months on a full-time basis. As the CTBTO cannot provide financial support for interns, all successful applicants are expected to make their own arrangements for travel, lodging, living expenses and insurance during the internship period.

Duties:
Under the supervision of the Finance Officer and the Associate Finance Officer, Accounts Unit, the intern will inter alia:

- Assist in preparing data migration of open GL balances from the legacy system to the new ERP through data cleansing, mapping of General Ledgers, Payee IDs and other relevant parameters;
- Contribute to reconciling data migrated from the legacy system to the new ERP and taking corrective actions for any discrepancies.
- Contribute to the preparation of reversal entries for IPSAS opening balances through mass excel uploading;
- Assist in reviewing correctness of asset assignments/expensing of material Purchase Orders based on IPSAS guidelines provided;
- Assist in the preparation of the IPSAS Accounting Manual and the YE closure schedule through the mapping of closure activities to SAP transaction codes;
and other duties as assigned.

**Qualifications:**
Candidates should have a bachelor’s degree in accounting, business or finance-related subjects or a graduate degree or be studying towards an accounting certificate in IFRS.

**Competencies:**
Strong analytical skills;
Medium level accounting knowledge, preferably IFRS and/or IPSAS;
High proficiency in MS Excel for data mining, analysis (to identify sources of errors) and presentation (for taking corrective actions);
Willingness to deal with massive amounts of financial data and persistence to pursue sources of errors and take corrective actions.
The ability to work in a team and in a multicultural environment;
Excellent knowledge of English required. Working knowledge of German is an asset;

PLEASE NOTE Internship opportunities occur through the year and assignments are filled as required by the CTBTO. Due to the volume of applications received, correspondence will be maintained only with those candidates that are under consideration. Thank you for your understanding.

**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.

CTBTO Preparatory Commission, Personnel Section, Vienna International Centre, Room E0979, P.O. Box 1200, A-1400 Vienna. Tel: (43.1) 26030 6210. Fax: (43.1) 26030 5897. E-mail: jobs@ctbto.org

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.