Vacancy Announcement

Internship - Public Information Section, VAI-009-2011

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:

**Title of Assignment:** Internship - Public Information Section

**Vacancy Number:** VAI-009-2011

**Date of Issuance:** 27-Oct-2011

**Deadline Date:**
- **Start Date:** As soon as possible
- **Duration:** 3-6 months

**Assignment:**

**Duties:**
Under the supervision of the Spokesperson and Chief of Public Information, and as a member of the press and public information team, the intern will inter alia:

- Research and manage the daily press clippings, and provide summaries for senior management;
- Draft input for the social media sites Facebook and Twitter, monitor comments and conduct media research and analysis;
- Research and draft articles for the public website www.ctbto.org including the series Infamous Anniversaries which focuses on the over 2000 nuclear tests that were conducted from 1945 onwards;
- Assist with research on public diplomacy strategies to promote the Treaty’s entry into force and the completion of its verification regime;
- Assist with building media profiles for public information stakeholders and research media outlets in different countries and regions;
- Update contact data bases and the Flickr photograph data base;
- Assist the video-audio project with shot sheets, updating the Youtube site and organizing video-audio files; and other duties as assigned.

**Qualifications:**
Candidates should have a bachelor’s or a graduate degree or be studying towards a graduate degree in international relations, political science, history, public information, journalism, film production or any other relevant field.

**Competencies:**

- Strong research skills;
- IT savvy, skilled in internet research, MS Outlook, Word 2007 and social media (Facebook, Twitter, Youtube;
and Flickr an asset) Website management or design, or video-audio experience; Analytical skills an asset; The ability to work in a team and in a multicultural environment; Excellent written and oral communication skills in English. Working knowledge of at least one other of the official languages of the CTBTO Preparatory Commission or 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.

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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.