

HOW TO CREATE A PROFILE AND APPLY FOR A VACANCY AT THE CTBTO



1 CREATING AN ACCOUNT (NEW USER)

- Go to jobs.ctbto.org and click [Sign In](#).
- On the Login page, click [Create an Account](#).
- Enter your email address (which will serve as your User Name) and complete the rest of the mandatory fields.
- Read the Privacy Agreement and click [Accept](#).
- Click [Create Account](#).
- [Activate your account](#) with the link sent to your e-mail address.

2 RETURNING USERS – HOW TO LOG IN

- Go to jobs.ctbto.org and click [Sign In](#).
- Enter your email address and password and then click [Sign In](#).



Welcome to the eRecruitment System of the Preparatory Commission of the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)

To create a new account or access your profile page, please [Sign In](#).

Please complete all sections under my profile before applying for a job and upload the [Employment Information Form](#).

[Link to Employment Information Form](#)

Windows: [Click here to open a Word document](#)

MAC: [Click here to open a Mac document](#)

Please note that incomplete applications and submission of employment history in formats other than the CTBTO Employment Information Form will not be considered

To search and apply for vacancies, click on "Search Jobs" (to the left).

3 ACCESSING/UPDATING/SAVING YOUR PROFILE

After signing in, you can access your profile through [MY PROFILE](#) tab.

When completing your profile for the first time, you are required to download, fill out and upload the CTBTO Employment Information Form which serves as a detailed summary of your previous work experience. We encourage you to do this as the first step, as otherwise you will not be able to save any changes in your profile.

After uploading the Employment Information Form, please enter information in the following sections:

- Education
- Licenses/Certificates completed, if applicable
- Work experience
- Professional references
- Languages
- Personal data
- Documents

4 SEARCHING FOR A VACANCY

- Go to jobs.ctbto.org and browse available job vacancies.
- You can refine the search by using keywords or the check-boxes on the left side of the page.
- Click on the job title to view full details of the vacancy.

APPLYING FOR A VACANCY

→ Click Apply to begin the application process. If you have not yet logged in, you will be asked to do so.

→ Review the information in your profile and make any changes you deem necessary before you submit your application.

As mentioned under point three, we urge you to download, fill out and upload the Employment Information Form as the first thing in your application process.

- **Employment Information Form:**

Employment Information Form includes the description of candidates' duties and key achievements relevant to the vacancy.

- List the job experience starting with the most recent position.
- Be specific and provide details that demonstrate you have the experience required by the vacancy (for example number of staff supervised, budget managed, the scope of the project etc.).

- **Education:**

- Provide information in decreasing order (the most recently obtained diploma or certificate needs to be mentioned first)
- Indicate your extracurricular training relevant to the post
- Provide a list of publications written by you (if applicable)

- **Licenses/Certificates completed, if applicable**

- **Work experience**

- **Professional references**

- **Languages**

- **Personal data**

- **Documents**

Note that fields marked with a red star must be completed in order to be able to save information and apply.

→ Click Next in order to proceed to the next stage of your application process.

→ Here you can upload your cover letter and you will be required to answer the mandatory questions, highlighted in red as well as the questions related to the specific vacancy announcement.

- **Cover Letter:**

Cover Letter should summarize your qualifications, experience and competencies related to the position. Be specific (use keywords) and brief (one page maximum).

- Open with a statement why you are applying for the position.
- Describe how your experience, qualifications and competencies match the specific position by providing examples of results or improvements you've brought in your previous / current work.
- Highlight what sets you apart from other candidates.
- Close with a brief summary and a thank you.

- Tips:

- Be truthful, accurate and specific.
- Make your words count.
- Spell check!
- Make sure to explain the acronyms when mentioning them the very first time.
- Make sure to tailor your cover letter to each application.

→ Click APPLY and your application will be successfully submitted.

An automatic confirmation email will be sent to your email address.

Once the application is submitted, you will not be able to make changes to your application.

WHO TO CONTACT IN CASE OF TECHNICAL ISSUES

In case the website is not properly displayed or you are unable to navigate through the site, please make sure you are using the latest version of your web browser.

Also check if Javascript is enabled and clear the cache.

Avoid using the back and forward buttons in your browser. This may interrupt the application process and data may be lost. Use instead the navigation buttons within the website.

If you still experience problems, please send an email to jobs@ctbto.org please include details of the vacancy and attach a screenshot of the error, if any.