

《武器贸易条约》  
第十届缔约国会议  
日内瓦，2024年8月19日至23日

## 《武器贸易条约》评价委员会向第十届缔约国会议提交的 《武器贸易条约》秘书处负责人遴选程序报告草案

### I. 背景

1. 2023 年 8 月 21 日至 25 日举行的《武器贸易条约》第九届缔约国会议授权评价委员会着手进行择优征聘程序，确定秘书处负责人的候选人（见 ATT/CSP9/2023/SEC/773/Conf.FinRep.Rev2 文件第 33 段），并待第十届缔约国会议任命。评价委员会由管理委员会成员（布基纳法索、中国、拉脱维亚、巴拿马、英国和北爱尔兰）和主席团成员（澳大利亚、日本、纳米比亚、巴拉圭和罗马尼亚/第十届缔约国会议主席）组成。

2. 评价委员会以透明的方式开展工作，同时保持遴选程序的保密性及保护申请人的个人数据。此程序包括以下阶段：发布空缺通知、预选候选人、选择 6 名候选人的入围名单、对入围候选人进行面试、确定排名最高的候选人，并向第十届缔约国会议报告，同时推荐排名最高的候选人。

3. 与之前类似的遴选程序一样（如 2016 年的第二届缔约国会议），评价委员会要求日内瓦安全部门治理中心协助整个遴选程序。瑞士政府为这项援助提供协调支持。

### II. 程序时间表

4. 根据日内瓦安全部门治理中心的建议，评价委员会开始审议并商定了遴选程序的时间表和结构（见附件 1）。委员会于 2024 年 4 月 8 日、5 月 7 日、5 月 24 日、6 月 18 日和 6 月 27 日举行了会议。时间表旨在确保整个程序的透明度和可靠性，同时确保提交候选人资格供第十届缔约国会议及时审议。此外，正如日内瓦安全部门治理中心的建议，该程序的第一阶段将对候选人进行初步评估。

### III. 空缺通知

5. 空缺通知（见附件 2）于 2024 年 3 月 6 日在《武器贸易条约》门户网站和日内瓦州门户网站上发布。<sup>1</sup> 该公告基于 2016 年使用的上一份公告，即基于《〈武器贸易条约〉缔约国对秘书处的指示》和 2015 年 7 月在第一届缔约国会议筹备过程中通过的秘书处临时负责人的空缺公告，以及各种条约制度（如《渥太华公约》、《集束弹药公约》）在类似招募标准和程序方面的做法。此外，它还参考了《武器贸易条约》秘书处建议的要素，以反映其在过去七（7）年中运作所产生的新任务。

<sup>1</sup> <https://www.ge.ch/offres-emploi-etat-geneve/liste-offres>

#### IV. 评价程序

6. 在空缺公告发出之后，共计收到 78 份申请，其中 29 份来自非洲国家，33 份来自欧洲国家，8 份来自拉丁美洲和加勒比国家，3 份来自北美地区的国家，5 份来自亚太地区的国家。申请者包括 55 名男性和 23 名女性。

7. 其中，十八（18）份申请通过预选，被认为符合空缺公告中列出的标准。然后，根据之前商定的参数对这 18 名候选人进一步排名。从这次预选中，选出了六（6）名候选人，并进行了第一轮面试。第一轮面试评估了组织契合度、动机、技术技能和核心竞争力。共有五（5）名候选人被选中参加 6 月 4 日和 6 日举行的第二轮面试（由于需要确保所有相关人员在场，比最初的时间表有所推迟）。第二轮面试是由评价委员会进行的小组面试，要求候选人提交两（2）个案例研究。

8. 遴选程序在整个技术层面都以日内瓦安全部门治理中心提供的后勤支助为基础。面试通过日内瓦安全部门治理中心提供的线上平台进行。在面试之后，评价委员会于 6 月 18 日和 27 日举行了两次会议，以作出最终决定。

#### V. 推荐

9. 经过审议，委员会决定向第十届缔约国会议全体会议推荐排名最高的候选人 Carina SOLMIRANO 女士（阿根廷籍）自 2024 年 12 月 1 日起担任《武器贸易条约》秘书处主任。

10. 评价委员会对所有入围该职位的候选人所表现出的高专业素质印象深刻。他们对军备控制目标表现出的热情和承诺，以及在与《武器贸易条约》有关的领域所表现出的丰富知识和经验都令人关注。评价委员会对日内瓦安全部门治理中心在整个遴选程序中提供的支持深表感谢。

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## 附件 1 - 遴选程序时间表和结构

<b>Position</b>	Head of Secretariat ATT	<b>HM (Hiring Manager)</b> Ambassador Razvan Rusu <b>TA (talent acquisition)</b> Faye Wetzel (DCAF) <b>HR</b>	<b>Evaluation Committee</b> The Evaluation Committee is composed of the Management Committee (President of ATT (Romania), Burkina Faso, China, Latvia, Panama, United Kingdom of Great Britain and Northern Ireland) and ATT Vice presidents (Australia, Japan, Namibia, Paraguay)
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Theme	Step	Who (to be adapted)	Why	When	How long	Comments
Needs identification	Agree on timeline and vacancy notice	Evaluation Committee		By March 5th		Please inform TA of any specific sourcing channels that could be preferred.
Sourcing	Post job ad on relevant websites	TA	TA will open this position via DCAF's Application Tracking System (ATS) named JoHdiSuite. Candidates will apply online. TA will grant HM access	<b>Job ad published from 6th March to 7th April</b>	job ad to be posted for a full month in order to facilitate approval of work permit	ATT web portal, Canton Geneva website
Prescreening	Pre-screening (Yes/Maybe/No)	TA	Propose relevant applications only according to criteria stated in the job ad and with an eye on gender and bringing diversity to the team.	8th April	1 week	
Prescreening	Short-list	HM	<b>Short list shared by hiring manager with the Evaluation Committee</b>	<b>Short list sent by 11th April. Feedback received by 17th April.</b>	1 week	AT can assist, either by sending email to Evaluation Committee / EC, either by granting access to the ATS.
Interviews	<b>Proposal of interview questionnaire for 1st round and definition of case study for 2nd round</b>	HM / TA	1st round: ICBI / Competency-based questions. Define 3 to 4 key competencies 2nd round: presentation of case study, in line with the job	By 11th April	1 hour/questionnaire	<b>To be validated by Evaluation Committee</b>
Interviews	1st virtual interview with short-listed candidates	HM / TA	Competency-based interviews (ICBI) + Technical skills/knowledge + brief admin check (salary expectations, start date, constraints).	Week 22 April	1 hour/candidate	or depending on candidate's availability.
Assessment	AssessFirst	TA	Predictive recruitment tool: Personality, Motivation and Aptitude	By 29th April	1 day/candidate	
Assessment	Review of assessment results	HM / TA	Review of results, taking into consideration ATT's organisational culture	<b>2nd May</b>	1 hour	<b>Recommendation following 1st round interviews and AssessFirst shared with Evaluation Committee / EC</b>
Interviews	Case study	TA	Send case study to candidates	13th May	2 days per candidate	
Interviews	2nd in person or online interview	<b>Evaluation Committee / TA</b>	<b>Candidate presentation / Panel discussion</b>	<b>Week 27th May</b>	1 hour/candidate	Preferably in person. Allow time to organise travel.
Interviews	Review of applications	Evaluation Committee	Evaluation Committee to agree on its preferred candidate	Week 27th May	1 hour	
Checks	References and online checks	TA	Due diligence, protecting ATT interests	Week 3rd June	4 days	
Selection	Final selection	<b>CSP10</b>	<b>Appoint successful candidate</b>	<b>19-23 August</b>		
Recruitment Closure	Offer and Employment Request	HM / TA	Decision + Internal Control		1 hour	
Job offer	Define salary based on selected candidate profile		Job offer		2 days	To be defined by ATT / EC
Job offer	Make job offer with salary and starting date		Job offer		1 day	To be defined by ATT / EC
Job offer	Contract and onboarding		According to Offer and Employment Request	depends on starting and work permit		To be defined by ATT / EC
Recruitment Closure	Negative replies to interviewed candidates		Coordination by HR to ensure good management of candidate relations (candidate experience)	all along the process	from 5 to 15min per candidate	To be defined by ATT / EC



Published: 06 March 2024  
Closing: 07 April 2024

### Vacancy announcement

The Arms Trade Treaty (ATT) is an international treaty that regulates the international trade in conventional arms and seeks to prevent and eradicate illicit trade and diversion of conventional arms by establishing international standards governing arms transfers.

The Treaty came into force on 24 December 2014. At this stage the Treaty has a total of 112 States Parties and 29 States that have signed but not yet ratified the Treaty.

ATT is seeking for a professional and qualified person for the following position:

#### Head of Secretariat for the Arms Trade Treaty

- Posting Title: Head of Secretariat for the Arms Trade Treaty
- Duty Station: Geneva
- Length of Mandate: 4 years (renewable once)
- Start date: to be agreed
- Posting Period: 06.03. 2024 - 07.04. 2024
- Level: P4
- Salary level: range starting at 183,064 CHF (annual gross)

ATT selects the Head of the Secretariat of the Arms Trade Treaty. Applicants will be evaluated by an Evaluation Committee, comprising members of the Treaty's Management Committee and ATT vice-Presidents, which is mandated to identify a suitable candidate for the position of Head of the ATT Secretariat to be appointed at the Tenth Conference of State Parties.

Responsible to the States Parties of the Arms Trade Treaty and under the supervision of the President of the Conference and the Management Committee, the Head of the ATT Secretariat will manage the following responsibilities:

## **Duties and Responsibilities**

In accordance with the Directive of the States Parties to the Secretariat of the Arms Trade Treaty as agreed in the document ATT/CSP1/CONF/3 on 25 August 2015 which aims at guiding its action, the Secretariat shall perform, among others, the following duties:

- Preparing, organizing and ensuring the smooth running of meetings, including sessions of the Conference of States Parties, meetings of subsidiary bodies and other relevant informal meetings;
- Facilitating communication between States Parties and the circulation of information and documents, especially by creating and maintaining a list of points of contact;
- Advising and supporting the presidency and office holders of the Conference of States Parties during sessions of the Conference of States Parties and intersessional periods;
- Keeping records and documentation from meetings and communicate the decisions and outcomes of these meetings to the States Parties as necessary;
- Receiving, passing on and keeping the reports submitted by States Parties, in accordance with the indications given by each State Party;
- Liaising, as necessary, with the relevant international organizations on the work carried out in the framework of the Treaty;
- Support and facilitation of the organizational and substantive work of ATT subsidiary bodies including the ATT Working Groups and Management Committee;
- Administration of the Voluntary Trust Fund (VTF) in accordance with the VTF Terms of Reference and Administrative Rules. This function entails the establishment of the VTF and maintenance of all processes and activities essential for the effective and efficient functioning of the Fund;
- Administration of the ATT Sponsorship Programme in accordance with its Administrative Rules. This function entails the establishment of the ATT Sponsorship Programme and maintenance of all processes and activities essential for the effective and efficient functioning of the Programme.
- Management and implementation of dedicated projects (supported by donor funding) to support ATT implementation;
- Perform other duties as decided by the Conference of States Parties.

## **Competencies**

### **Corporate Competencies:**

- Demonstrates integrity by values and ethical standards;
- Promotes the vision, mission, and strategic goals of the ATT;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Professionalism.

**Development and Operational Effectiveness**

- Ability to lead strategic planning, results-based management and reporting;
- Strategic financial management including planning, budgeting, expenditure control, accounting, reporting and auditing;
- Experience in developing proposals with rigorous requirements and tight deadlines for donors.
- International development experience.
- Ability to lead formulation and monitoring of management projects;
- Solid knowledge in financial resources and human resources management, contract, asset and procurement, information and communication technology, general administration;
- Ability to lead the implementation of new systems, and affect staff behavioural / attitudinal change;
- Ability to work independently and meet deadlines with no supervision.

**Management and Leadership**

- Builds strong relationships with stakeholders, focuses on impact and result for the stakeholder and responds positively to feedback;
- Consistently approaches work with a positive, motivated and constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Leads teams effectively and shows mentoring as well as conflict resolution skills;
- Demonstrates strong oral and written communication skills;
- Proven networking, team-building and organizational skills;
- Demonstrates good judgment and decision-making skills.

**Required Skills and Experience****Education**

- An advanced university degree in international development, public administration, business administration, law, public policy or other relevant fields of study. A first level university degree in combination with a minimum of 7 years' relevant experience may be accepted instead of the advanced university degree.

**Experience:**

- 8 years of relevant experience in governmental, intergovernmental or civil society organizations in a multi-cultural setting. Previous experience in other multilateral diplomatic processes is preferred. Experience in arms control and/or arms trade regulation is preferred;
- At least 3 or more years of senior-level management responsibilities of similar size and complexity;

- Previous experience in planning and coordination of conference services is an asset, including provision of high quality substantive, process and logistics support, preparation of official documents and other inputs and outputs.

**Language requirements:**

- Strong written and oral communication in English;
- Strong written and spoken skill in other UN languages is an asset.

If you think you are a good match for ATT and the position advertised, please [apply online](#) by **7th April 2024**, and send:

- a one-page motivational statement in English describing your relevant experience and what you can bring to ATT
- a concise CV (maximum two pages)

As an international treaty regime adopted by the UNGA, the ATT is committed to diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated in confidence.