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Arms Trade Treaty  
**Tenth Conference of States Parties**  
Geneva, 19 - 23 August 2024

**DRAFT REPORT OF THE ATT EVALUATION COMMITTEE TO CSP10  
SELECTION PROCESS OF THE HEAD OF THE ATT SECRETARIAT**

**I. CONTEXT**

1. The Ninth Conference of the States Parties to the ATT, held on August 21-25, 2023, mandated the Evaluation Committee to proceed with a merit-based recruitment process to secure a candidate for the Head of Secretariat (see document ATT/CSP9/2023/SEC/773/Conf.FinRep.Rev2, paragraph 33), to be appointed at CSP10. The Evaluation Committee consisted of the Members of the Management Committee (Burkina Faso, China, Latvia, Panama, United Kingdom of Great Britain and Northern Ireland) and the Members of the Bureau (Australia, Japan, Namibia, Paraguay, and Romania / CSP10 President).

2. The Evaluation Committee worked in a transparent manner while preserving the confidential nature of the selection process and the protection of the personal data of the applicants. This process consisted of the following phases: issuance of the vacancy announcement, pre-selection of candidates, selection of a short-list of 6 candidates, interviews of the shortlisted candidates, identification of the highest-ranked candidate and report to the Tenth Conference of States Parties with the recommendation of the highest-ranked candidate.

3. As was the case in the past with a similar selection process (at CSP2, in 2016) the Evaluation Committee asked for the assistance of DCAF - Geneva Centre for Security Sector Governance for the selection process. This assistance was facilitated by the Swiss Government.

**II. TIMELINE OF THE PROCESS**

4. According to the suggestions received from DCAF, the Evaluation Committee commenced its deliberations and agreed on the timeline and the structure of the selection process (see Annex 1). Meetings of the Committee were held on 8 April, 7 May, 24 May, 18 June, and 27 June 2024. The timeline aimed at ensuring a transparent and solid process while securing to present a candidacy for timely consideration by CSP10. Also, as suggested by DCAF, a preliminary assessment was used in the first phase of the process.

**III. VACANCY ANNOUNCEMENT**

5. The vacancy announcement (see Annex 2) was published on 6 March 2024 on the ATT web portal and the web portal of the Canton of Geneva.<sup>1</sup> The announcement was based on the previous one used in 2016, which was based on the Directive of the States Parties to the Secretariat of the Arms

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

Trade Treaty and the vacancy announcement for the interim head of secretariat adopted in the preparatory process to the CSP1 in July 2015, as well as the practice of various treaty regimes (- e.g. Ottawa Convention, Convention on Cluster Munitions) - with regard to the similar recruitment standards and processes. Additionally, it was completed with elements suggested by the ATT Secretariat, to reflect the new tasks deriving from its functioning in the past seven (7) years.

#### **IV. ASSESSMENT PROCESS**

6. A total of 78 applications were received in response to the vacancy announcement, comprising 29 from Africa, 33 from Europe, 8 from Latin America and the Caribbean (LAC), 3 from North America, and 5 from Asia Pacific. The applicant pool included 55 men and 23 women.

7. Of these, eighteen (18) applications were pre-selected as meeting the criteria outlined in the Vacancy Announcement. These 18 candidates were then further ranked according to the previously agreed parameters. From this preselection, six (6) candidates were selected and proceeded to the first interview. This first-round interview evaluated organizational fit, motivation, technical skills, and core competencies. A total of five (5) candidates were selected for the second interview held on 4 and 6 June (delays from the initial timeline occurred due to the need to ensure the presence of all involved). This second-round interview was a panel interview conducted by the Evaluation Committee, where candidates were asked to present two (2) case studies.

8. The entire technical part of the selection process was based on the logistical support provided by DCAF. The interviews were conducted online, via a platform provided by DCAF. The interviews were followed by two meetings of the Evaluation Committee on 18 and 27 June, to make the final decision.

#### **V. RECOMMENDATION**

9. After its deliberations, the Committee decided to recommend to the CSP10 plenary Mrs. Carina SOLMIRANO (a national of Argentina), who was the highest ranked candidate, to serve as Head of the Secretariat of the Arms Trade Treaty, starting from 1 December 2024.

10. The Evaluation Committee was impressed by the high professional quality displayed by all candidates short-listed for the position. The passion and commitment displayed towards the purpose of arms control, as well as the vast knowledge and experience demonstrated in fields related to ATT were notable. The Evaluation Committee expresses its deep appreciation for the support received from DCAF throughout the entire selection process.

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## Annex 1 – Timeline and the structure of selection process

<b>Position</b>	Head of Secretariat ATT	<b>HM (Hiring Manager)</b> <b>TA (talent acquisition)</b> <b>HR</b>	Ambassador Razvan Rusu Faye Wetzel (DCAF)	<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	<b>By 11th April</b>	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 22April	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

## Annex 2



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.