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Tratado sobre el Comercio de Armas  
**Décima Conferencia de los Estados Partes**  
Ginebra, del 19 al 23 de agosto de 2024

**PROYECTO DE INFORME DEL COMITÉ DE EVALUACIÓN DEL TCA A LA CEP10  
PROCESO DE SELECCIÓN DEL JEFE DE LA SECRETARÍA DEL TCA**

## **I. CONTEXTO**

1. La Novena Conferencia de los Estados Partes del TCA, que se celebró del 21 al 25 de agosto de 2023, encomendó al Comité de Evaluación que lleve a cabo un proceso de selección basado en el mérito para elegir a una persona candidata a jefa de la Secretaría (véase el documento ATT/CSP9/2023/SEC/773/CONF.FINREP.Rev.2, párrafo 33), que será designada en la CEP10. El Comité de Evaluación estaba integrado por los miembros del Comité de Gestión (Burkina Faso, China, Letonia, Panamá, Reino Unido de Gran Bretaña e Irlanda del Norte) y los miembros de la agencia (Australia, Japón, Namibia, Paraguay y Rumania/presidente de la CEP10).

2. El Comité de Evaluación trabajó de manera transparente, preservando al mismo tiempo el carácter confidencial del proceso de selección y los datos personales de las personas candidatas. Este proceso consistió en las siguientes etapas: publicación del anuncio de vacante, preselección de las personas candidatas, selección de una lista corta de 6 personas candidatas, entrevistas a las personas candidatas preseleccionadas, determinación de la persona candidata mejor clasificada e informe a la Décima Conferencia de los Estados Partes con la recomendación de la persona candidata mejor clasificada.

3. Como sucedió en el pasado con un proceso de selección similar (en la CEP2, en 2016), el Comité de Evaluación solicitó la asistencia del Centro de Ginebra para la Gobernanza del Sector de Seguridad (DCAF) para llevar adelante el proceso de selección. Esta asistencia fue proporcionada por el Gobierno suizo.

## **II. CALENDARIO DEL PROCESO**

4. De acuerdo con las sugerencias recibidas del DCAF, el Comité de Evaluación inició sus deliberaciones y acordó el calendario y la estructura del proceso de selección (véase el anexo 1). Las reuniones del Comité se realizaron el 8 de abril, 7 de mayo, 24 de mayo, 18 de junio y 27 de junio de 2024. El calendario tuvo por objeto garantizar un proceso transparente y sólido, y a su vez procurar la presentación de una persona candidata a la CEP10 para su examen oportuno. Además, según lo sugerido por el DCAF, en la primera etapa del proceso se utilizó una evaluación preliminar.

### III. ANUNCIO DE VACANTE

5. El anuncio de vacante (véase el anexo 2) se publicó el 6 de marzo de 2024 en el sitio web del TCA y en el sitio web del cantón de Ginebra.<sup>1</sup> El anuncio se basó en el anuncio utilizado en 2016, que se creó a partir de la Directiva de los Estados Partes a la Secretaría del Tratado sobre el Comercio de Armas y el anuncio de vacante para jefe provisional de la Secretaría aprobado en el proceso preparatorio de la CEP1, en julio de 2015, así como de la práctica de diversos regímenes de tratados (por ejemplo, la Convención de Ottawa, la Convención sobre Municiones en Racimo), con respecto a las normas y procesos similares de contratación. Asimismo, se completó con elementos sugeridos por la Secretaría del TCA, para reflejar las nuevas tareas derivadas de su funcionamiento en los últimos siete (7) años.

### IV. PROCESO DE EVALUACIÓN

6. Se recibió un total de 78 candidaturas en respuesta al anuncio de vacante, a saber, 29 de África, 33 de Europa, 8 de América Latina y el Caribe (ALC), 3 de América del Norte y 5 de Asia y el Pacífico. El grupo de personas candidatas incluyó 55 hombres y 23 mujeres.

7. De ellos, se preseleccionó a dieciocho (18) personas candidatas, dado que cumplían con los criterios expuestos en el anuncio de vacante. Estas 18 personas candidatas fueron clasificadas de acuerdo con los parámetros previamente acordados. A partir de esta preselección, se seleccionaron seis (6) personas candidatas y se procedió a realizar la primera entrevista. En la primera entrevista, se evaluó el encaje de la persona en la cultura de la organización, la motivación, las habilidades técnicas y las competencias básicas. Se seleccionó un total de cinco (5) personas candidatas para la segunda entrevista, que tuvo lugar el 4 y 6 de junio (se produjeron retrasos respecto del calendario inicial debido a la necesidad de garantizar la presencia de todas las partes interesadas). La segunda entrevista estuvo a cargo del Comité de Evaluación, donde se pidió a las personas candidatas que presentaran dos (2) estudios de casos.

8. La parte técnica del proceso de selección estuvo basada en el apoyo logístico brindado por el DCAF. Las entrevistas se llevaron a cabo en línea, en una plataforma proporcionada por el DCAF. Después de celebrar las entrevistas, se organizaron dos reuniones del Comité de Evaluación el 18 y 27 de junio, para tomar la decisión final.

### V. RECOMENDACIÓN

9. Tras sus deliberaciones, el Comité decidió recomendar al pleno de la CEP10 a la Sra. Carina SOLMIRANO (ciudadana de la Argentina), que fue la candidata mejor clasificada, para ocupar el cargo de jefa de la Secretaría del Tratado sobre el Comercio de Armas a partir del 1.º de diciembre de 2024.

10. El Comité de Evaluación quedó impresionado por la alta calidad profesional de todas las personas candidatas preseleccionadas para el cargo. Fueron notables la pasión y el compromiso manifestados en relación con el propósito del control de armas, así como los amplios conocimientos y experiencia demostrados en campos relacionados con el TCA. El Comité de Evaluación expresa su profundo agradecimiento por el apoyo recibido del DCAF durante todo el proceso de selección.

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

### Anexo 1. Calendario y estructura del proceso de selección

|                 |                         |   |  |   |
|-----------------|-------------------------|---|--|---|
| <b>Position</b> | Head of Secretariat ATT | <b>HM (Hiring Manager)</b><br><b>TA (talent acquisition)</b><br><b>HR</b> | Ambassador Razvan Rusu<br>Faye Wetzel (DCAF) | <b>Evaluation Committee</b><br>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) |
|-----------------|-------------------------|---|--|---|

| 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<br>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  |

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**Anexo 2**

Published: 06 March 2024  
Closing: 07 April 2024

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### **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.