

Serving the United Nations for a Better World





Employment opportunities at the United Nations Secretariat



Office of Human Resources Management
& Department of Field Support



Outline

- **The United Nations Secretariat**
- **Types of jobs in the Secretariat**
- **Serving in peacekeeping missions**
- **Benefits of working for the United Nations**
- **Applying to the United Nations**



The United Nations Secretariat

- **United Nations membership: 192 member states**
- **8 main duty stations: New York, Geneva, Nairobi, Vienna, Santiago, Bangkok, Beirut, Addis Ababa**
- **27 other duty stations including tribunals and small Secretariat duty stations**
- **Peacekeeping operations, including Brindisi Logistics Base**
- **Peacebuilding and political operations**

Secretariat Staff

- **Over 40,000 civilian staff members world-wide: international and local**
 - New York Headquarters, Geneva, Vienna, Nairobi
 - Peacekeeping, political and other field operations
 - Regional Commissions
 - Tribunals
- **Other personnel**
 - Interns
 - Consultants
 - Contractors
 - Military & Police

Geography and Gender

- **Geography:** staff should be recruited from as wide a geographic basis as possible, in accordance with system of desirable ranges for each member state & the United Nations Charter.
- **Gender:** equal opportunities for men and women. Working towards gender parity.

Japan in the United Nations Secretariat

- **237 staff members from Japan in total**
- **114 are on “geographic” posts**
- **25 are based in Peacekeeping Operations**
- **Desirable range for Japan: 249-337**
- **Japan is severely underrepresented in the United Nations**

Substantive Jobs in the United Nations

- **Economic Affairs**
- **Social Affairs**
- **Political Affairs**
- **Civil Affairs**
- **Humanitarian Affairs**
- **Human Rights**
- **Rule of Law**
- **Legal Affairs**
- **Public Information, Radio & TV**
- **Drug Control & Crime Prevention**
- **Statistics**
- **Demographics**
- **Public Administration**
- **Electoral Affairs**

Support Related Jobs in the United Nations

- **Administrators: Human Resources, Finance, Budget, Facilities Management, Administration (general).**
- **Information and Communications Technology**
- **Information Management**
- **Cartography**
- **Medical**
- **Programme/Project Management**
- **Security**
- **Logistics**
- **Procurement**
- **Engineering**
- **Aviation**
- **Library Science**
- **Conference Servicing**
- **Language Staff: Interpreter, Translator, etc.**

Established Duty Stations



Vacancy Announcements (Galaxy)

<http://jobs.un.org>

➤ Requirements:

- **Advanced university degree (Master's) or combination of a Bachelor's degree and relevant work experience**
- **Languages: at least English or French (Arabic, Chinese, Russian or Spanish may be desirable or required)**

Professional experience is counted from the first level university degree.

- P-2 = no experience if you pass the NCRE, (2 years for peacekeeping posts)
- P-3 = 5 Years
- P-4 = 7 Years
- P-5 = 10 Years
- D-1 = 15 Years

Regular vacancies are advertised for 60 days

Application for UN jobs

- Go to <http://jobs.un.org>
- Open an account
- Complete User Profile and Personal History Profile (PHP)
- Select the vacancies you are interested in applying to
- Submit PHP and cover letter

User Name:
Password:
 [Register as a User](#)
[Forgot your Password?](#)

WARNING TO APPLICANTS:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

Candidates who are seriously being considered for a post will be contacted for an interview. For additional information on the UN recruitment process and information security, please refer to the following links: [Frequently Asked Questions](#) and [United Nations Privacy Policy](#).

The United Nations is aware of various e-mails and vacancy announcement falsely stating that they are issued by or associated with the United Nations...[more](#)

Compendium - Occupational Groups

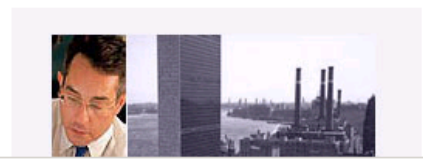
The following occupational groups contain posts currently open for recruitment:

- [Administration](#) [98]
- [Civil Affairs](#) [7]
- [Civilian Police](#) [1]
- [Conference Services](#) [59]
- [Drug Control and Crime Prevention](#) [7]
- [Economic Affairs](#) [9]
- [Electoral Affairs](#) [5]
- [Engineering](#) [30]
- [Ethics](#) [2]
- [Finance](#) [51]
- [Human Resources](#) [38]
- [Human Rights](#) [24]

▶ [United Nations Peace Operations](#)

Welcome to the recruitment centre for United Nations peace operations—some of the most challenging and rewarding work in the world!

▶ [Job Opportunities in other UN entities](#)



National Competitive Recruitment Examination



National Competitive Recruitment Examination

- **The first NCRE was held in 1974. Regularly organized since 1981**
- **Examinations held annually for countries that are pre-selected, based on their representation status and agreement with their Governments**
- **Most entry level positions (P-2) are filled through competitive examinations**



National Competitive Recruitment Examination

NCRE applicants must:

- **Be a national of any of the participating Member States**
- **Be younger than 32 years old as of 31 December of the year of the exam**
- **Hold at least a first-level university degree relevant to one of the offered occupational groups**
- **Be fluent in either English or French**
- **Fill the application form and apply by 31 October of the year preceding the examination**



Associate Expert Programme



Associate Expert Programme

- **Bilateral agreements between the UN and donor countries (23 countries)**
- **To offer graduates the opportunity to acquire professional experience in a variety of functions**
- **Duration: 2 years**
- **For more information contact your Ministry of Foreign Affairs**

Internship Programmes

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Internship Programme

- Opportunity to familiarize yourself with the daily issues of the United Nations
- Interns work in departments related to their field of study
- It is an unpaid full-time internship
- **Requirements:**
 - Must be enrolled in graduate school
 - Must apply at least 4 months in advance of the start of internship to the duty station of choice (in New York: <http://jobs.un.org>)
 - Duration: 2 months (may be extended up to 6 months)
 - Starting dates are mid-January, June and mid-September
 - <http://www.un.org/Depts/OHRM/sds/internsh/index.htm>

Recruitment for Peacekeeping Operations

Ms. Susan Huntington

Officer-in-Charge, Outreach Unit
Department of Field Support



Peacekeeping Operations - Who We Are

Department of Field Support

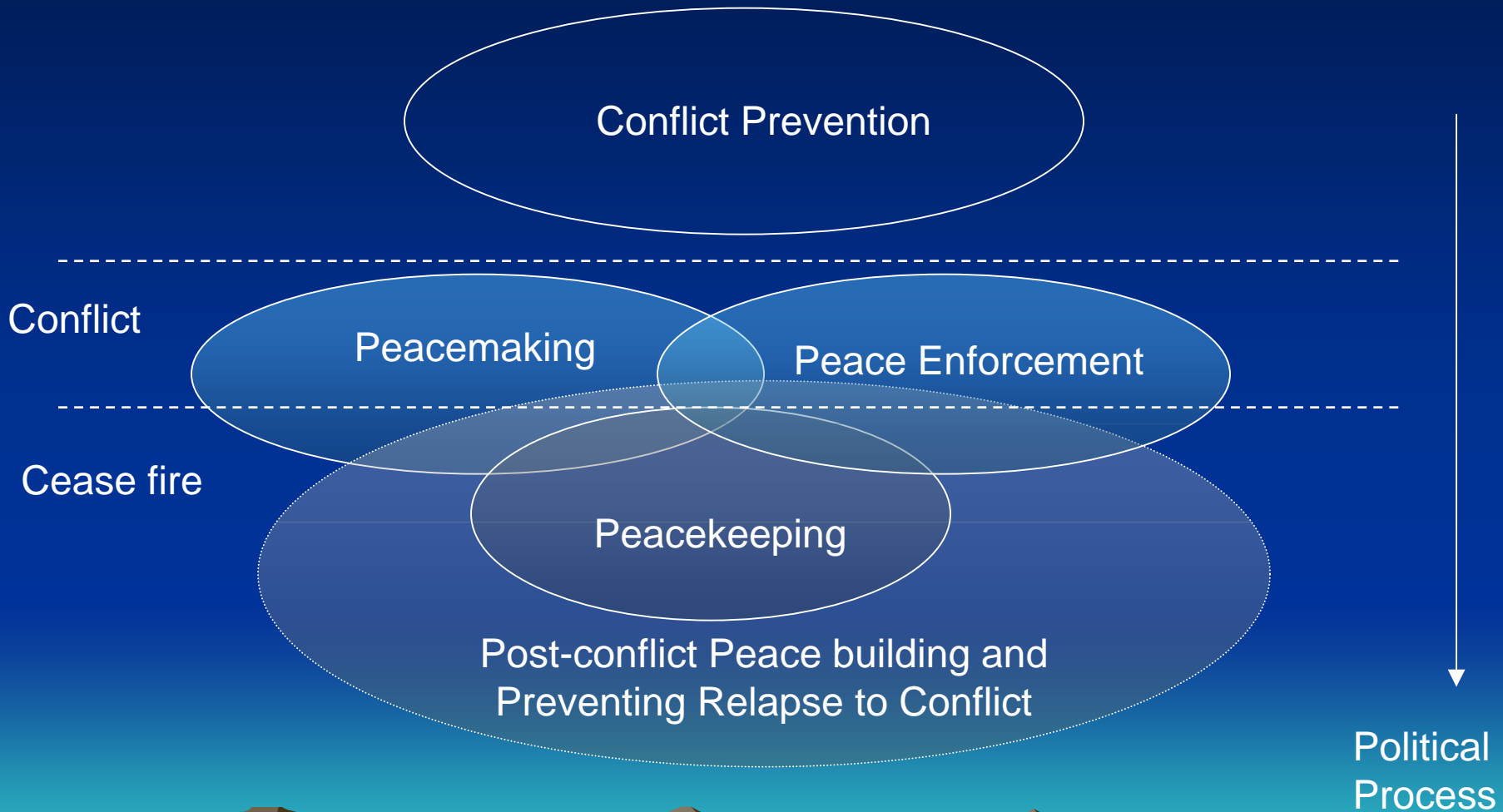
- Planning, Deploying & Sustaining UN Peacekeeping Missions

Department of Peacekeeping Operations

- Provides operational political guidance and strategic oversight to Peacekeeping Missions

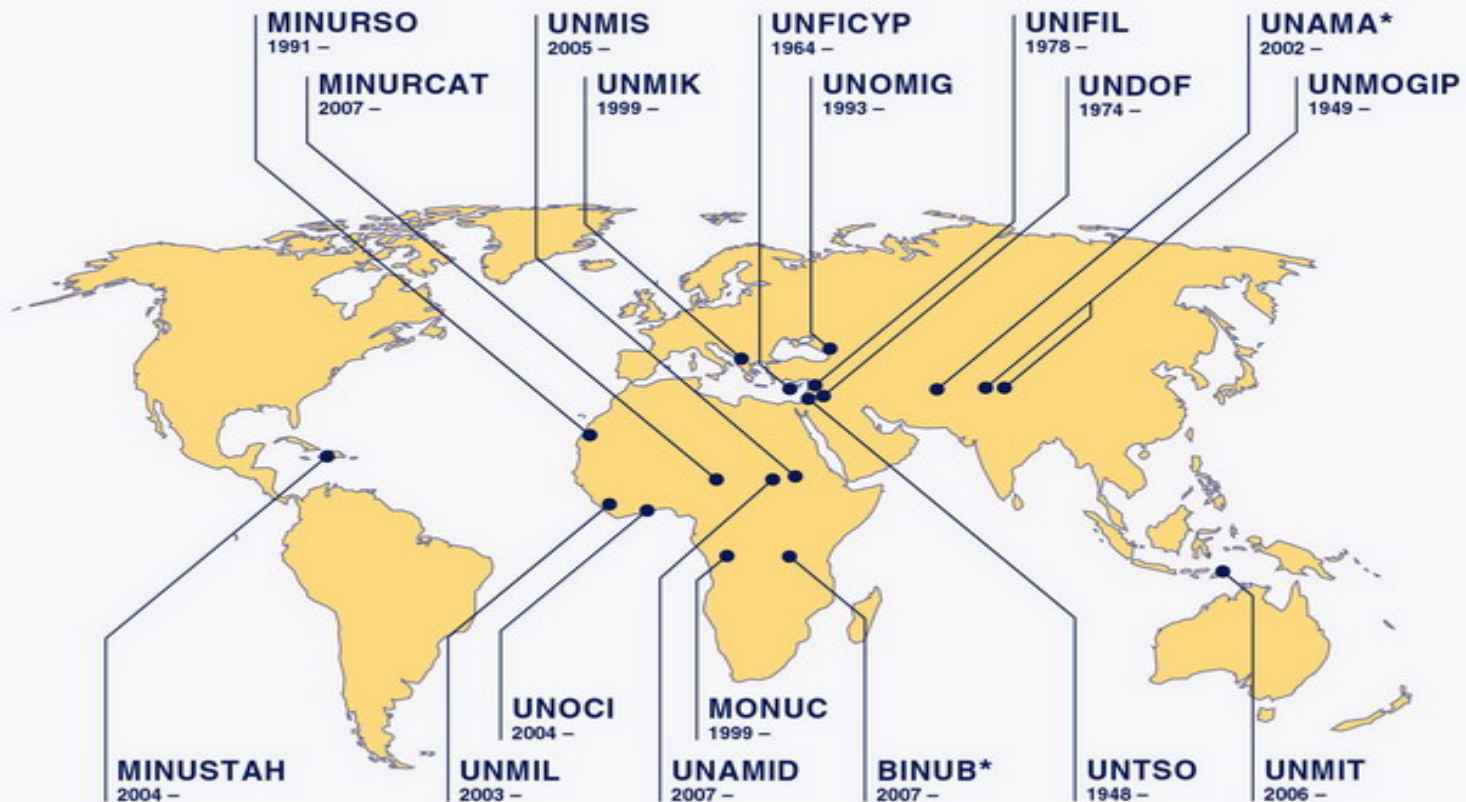


Peacekeeping Operations – What We Do?



Peacekeeping Operations – Where We Work

MISSIONS ADMINISTERED BY THE DEPARTMENT OF PEACEKEEPING OPERATIONS



Substantive Areas in PKO

- Economic Affairs
- Social Affairs
- Political Affairs
- Civil Affairs
- Management & Programme Analysis
- Humanitarian Affairs
- Human Rights
- Rule of Law & Security Institutions
- Legal Affairs
- Child Protection
- Public Information, Radio & TV
- Public Administration
- Electoral Affairs



Support Related Areas in PKO

Administration

Human Resources

Finance

Budget

Information and Communications

Technology

Information Management

Cartography & Geographical

Information Systems

Medical

Programme Management

Security

Logistics

Procurement & Contract

Management

Movement & Control

Transport

Engineering

Aviation

Interpreters & Translators

Advertising Vacancies in PKO

- Generic Vacancy Announcements (VAs) are advertised on UN Web Site “**Galaxy**”;
- Generic VAs reflect **functions, qualifications, skills and competencies** required for the positions; and
- Generic VAs advertised with **open deadlines and Multiple Duty Stations (or “Multiple D/S”)**

How to apply to PKO

www.jobs.un.org

- ⇒ Register/log in (save password);
- ⇒ Edit Personal History Profile (PHP);
- ⇒ Peacekeeping and other Field Mission;
- ⇒ Browse Careers by Occupations or by Field Missions; and
- ⇒ Submit your application

Screening Process

- Applications are reviewed against the requirements listed in the Generic Vacancy Announcement.
- Candidates are screened for the following:
 - **Eligibility:** Education, Language and Number of Years of Work Experience, as called for in the vacancy announcement.
 - **Suitability:** Relevant skills and previous work experience
 - **Availability and Motivation** to work in hardship locations.
 - Look for candidates who have the “**BEST FIT.**”



What Happens Next..

1. **Candidates for PKO are evaluated at UN Headquarters in New York for “Initial Clearance”**
2. **Candidates with “Initial Clearance” are considered for “Technical Clearance” and profile made available to field missions**
3. **Interviews and evaluations conducted by Hiring Managers in the Field Missions.**



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The United Nations as an Employer of Choice

Net salaries, US\$, New York, 2009 (examples)

D=Dependency Rate
S=Single Rate

Level	Step:	<i>I</i>	<i>II</i>	<i>III</i>
D-2	Net D	176,480	179,923	183,367
	Net S	162,129	165,036	167,932
D-1	Net D	162,479	165,504	168,524
	Net S	150,182	152,811	155,433
P-5	Net D	136,817	139,390	141,963
	Net S	127,103	129,389	131,668
P-4	Net D	114,090	116,572	119,054
	Net S	106,243	108,504	110,762
P-3	Net D	94,604	96,901	99,201
	Net S	88,307	90,420	92,537
P-2	Net D	78,435	80,492	82,546
	Net S	73,570	75,436	77,294

Entitlements & Benefits in Main Duty Stations

- **Annual & Sick Leave**
- **Home Leave**
- **Maternity & Paternity Leave**
- **Education Grant & Travel**
- **Rental Subsidy**
- **Defined-benefits Pension**
- **Health Insurance**
- **Installation & Shipment & Repatriation**
- **Pay for Additional Official Language**

Main reasons for working at the United Nations

- **Opportunity to serve a good cause**
- **Opportunity to work in a multicultural environment and global organization**
- **Opportunity to serve in different locations**
- **Status and reputation of the United Nations**
- **Strong belief in the purpose of the United Nations**
- **Salary and benefits**

Personal History Profile & Competencies

United Nations Personal History Profile (PHP)

WHAT IS YOUR PHP?

- **A special online resume specifically used by the UN. It is used to evaluate your suitability for a vacancy.**
- **The PHP is an electronic document that can be updated to fit any job application.**
- **All applicants (internal and external) must apply to the UN using the PHP.**
- **Your PHP requires concise information about your duties and achievements.**

United Nations Personal History Profile (PHP)

BEFORE YOU BEGIN DRAFTING YOUR PHP:

Understand the position

- In order to target your PHP and cover note to a job, it is critical that you invest some time in understanding the position requirements. This has two main benefits:
 1. Time saving and reduced frustration that results from applying for jobs not suited to your strengths and aspirations.
 2. Improved ability to position yourself to meet the needs of the hiring office.

United Nations Personal History Profile (PHP)

PREPARING YOUR PHP

- The *Employment* section of the PHP will require most of your time and effort. The areas that applicants find most challenging are the duties and achievements sections.

Description of Duties

- This section (maximum 2000 characters) is where you highlight your current and previous job responsibilities. Whenever possible, use the language of the UN competencies and describe your duties with careful attention to the vacancy for which you are applying. Be specific! Use action verbs; your current job should be described in present tense; all others in past tense.

United Nations Personal History Profile (PHP)

- *Summary of Achievements*
- This section (maximum 3700 characters) asks you to provide specific examples where you made an impact in your current and previous positions. Be sure to provide context, specific actions and the results you achieved. Using the C-A-R statement model (context-action-result), be specific in describing the impact you have made.

Cover Note

- **PREPARING YOUR COVER NOTE**
- Your aim in the cover note is to “describe how your experience, qualifications and competencies match the position for which you are applying.” Think of your cover note as an opportunity to distinguish yourself from other job seekers by *highlighting* what makes you a good match for the position.

Cover Note – standard structure

1. **Open with statement of interest** – one short paragraph introducing yourself and explaining your interest in the position
2. **Summarize qualifications, experience and competencies** – one or two paragraphs describing how your experience, qualifications and competencies match the requirements for the position for which you are applying. Expand on information contained in your PHP, do not merely repeat it. Describe a few strengths and/or personal qualities related to job as well
3. **Close with a brief recap** - The closing is a brief recap of your key points

Cover Note & PHP – additional tips

- **Make your words count:** Your use of language is extremely important; you need to “market” yourself quickly and efficiently. Address your potential employer's needs with clearly written, powerful phrases.
- **Write/Edit in MS Word:** Create your PHP and Cover Note in MS Word or a similar word processing programme and then cut/paste into the PHP form. This allows you to spell-check and permits you to save different versions for future use.

United Nations Competencies

- Competency-based interviews and assessments are conducted to ascertain whether the candidate meets the United Nations' requirements.
- Candidates are interviewed and assessed against the competencies mentioned in the vacancy announcement.

United Nations Competencies

**What are the
UN core values and
competencies?**

Core Values

- **Integrity**
- **Professionalism**
- **Respect for Diversity**

United Nations Competencies

Core Competencies

- Communication ■ Teamwork
- Planning & Organizing
- Accountability ■ Creativity ■ Client Orientation
- Commitment to Continuous Learning
- Technological Awareness

United Nations Competencies

Managerial Competencies

- Leadership ■ Vision ■ Empowering Others
- Building Trust ■ Managing Performance
- Judgement/Decision-making

United Nations Employment Web Sites

- <http://jobs.un.org>
- www.un.org: “Employment”
- www.un.org/Depts/OHRM/examin/exam.htm
- <http://www.un.org/Depts/OHRM/sds/internsh/index.htm>