



## Career Tips Thursday Session 49

### Pre-Recorded Interviews in the UN System: Insights and Strategies

#### How to prepare for potential questions

#### 1) Review the Requirements of the vacancy (minimum knowledge, education and experience)

#### Sample from a UNIDO vacancy for Industrial Development Officer, P3 level

##### Experience:

##### **Required:**

- A minimum of five (5) years of professional experience, including some at the international level, involving technical cooperation in developing countries.
- Proven experience of the technical cooperation project cycle.
- Demonstrated knowledge and practical experience in quality infrastructure, trade, and SME development, ideally in developing country contexts.
- Proven experience in programme coordination, strategic planning, or project management, preferably within the context of international development.



**2) Structure them and match them to your experience, transferable skills, expertise and previously shown positive behaviours/ impact.**

What the organization needs	What you bring
A minimum of five years of professional experience, including some at the international level, involving technical cooperation in developing countries.	Please briefly describe your overall international experience in technical cooperation in developing countries? How does it align with the position advertised?
Proven experience of the technical cooperation project cycle.	Tell us about a project which you supported, coordinated and managed? What were your contributions across the project cycle?
Demonstrated knowledge and practical experience in quality infrastructure, trade, and SME development, ideally in developing country contexts.	Walk us through a time when you applied your knowledge of... within a ....context. What was your role and specific actions?



### 3) Look at the Duties and Responsibilities:

#### II. Main Responsibilities

The incumbent shall carry out the following generic activities to achieve the results of the Division and the outcomes of Department:

- **Programme Implementation:** Assume responsibility for the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget. This will entail the preparation of the necessary inputs (consultant job descriptions, terms of reference, training arrangements, equipment specifications, etc.), monitoring progress in implementation, including missions to the project site, as well as taking part in oversight meetings in the field and at headquarters, and assisting the Evaluation Group in its evaluations of projects/programmes.
- **Funds Mobilization:** Cooperate with other units in-house in mobilizing the funds necessary for project and programme implementation.



4) **Translate them into KEY EXPECTATIONS and for each one draft a possible question.**

Start from the general (how you match the position and what transferable skills you have) and move into the particular, whenever feasible (concrete examples showing how you meet the competencies and behaviours required).

**Key Expectations of the Job**

**Possible matching questions**

What are the main responsibilities expected?	How do your past experiences and transferable skills prepare you for this position?
Main Responsibilities Section	Based on the overall job description, describe the top experiences in your professional life which make you a strong applicant for this position.
Assume responsibility for the provision of projects/programme implementation services ensuring that assigned inputs are delivered on time at the right level of quality and within the allocated budget.	Please describe a time when you were responsible for the implementation of a project/programme. What activities did you contribute to? How did you monitor progress?
Funds Mobilization: Cooperate with other units in-house in mobilizing the funds necessary for project and programme implementation.	What's your experience with funds mobilization? How did you manage stakeholders and relationships to mobilize funds?