

# UNOG Livestream Event for Universities

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United Nations Office at Geneva

10 October 2023

**WORK**  
**FOR THE**  
**UNITED**  
**NATIONS**



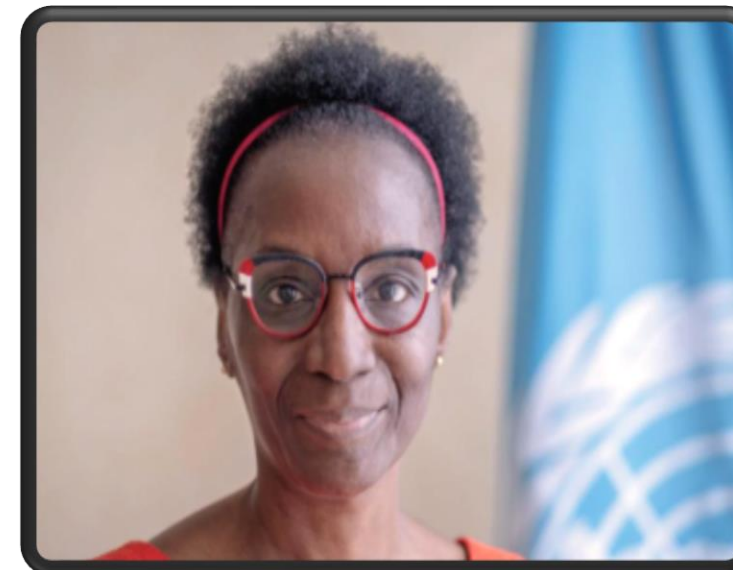
**UN GENEVA**

# Who we are

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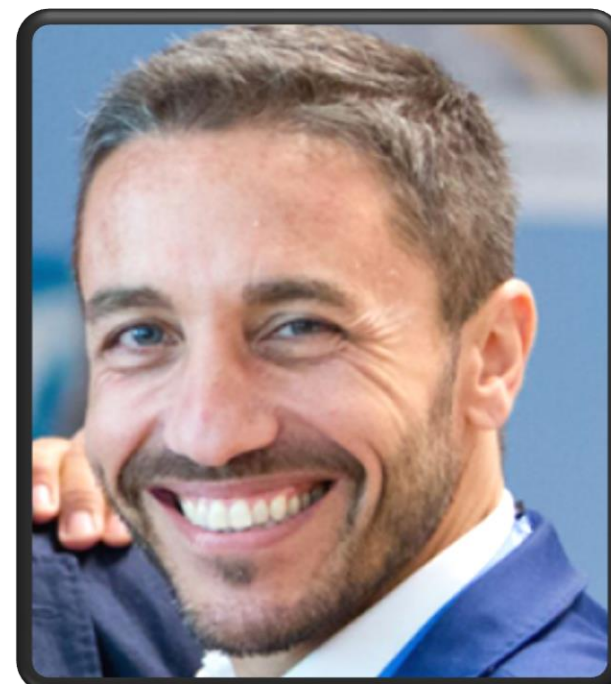
*Ms. Valentina Cocco, Human Resources Officer, UNOG*



*Ms. Marie Diur, Chief Interpreter and Chairperson of the Working Group on Anti-Racism*



*Ms. Julie Weintraub, Human Resources Officer, DOS*



*Mr. Jesús Guerrero Buitrago, Staff Development Officer, UNOG*



*Ms. Virginie Ferré Sánchez-Macagno, Human Resources Officer, UNOG*





# Agenda



- **Welcome & Introductions**

*Ms. Marie Diur*

- **Overview of YPP exam**

*Ms. Julie Weintraub*

- **Overview of Career Opportunities at the United Nations**

*Mr. Jesús Guerrero Buitrago, Ms. Valentina Cocco, Ms. Virginie Ferré Sánchez-Macagno*

- **Applications to UN positions**

*Mr. Jesús Guerrero Buitrago, Ms. Valentina Cocco*





# Career Opportunities at the United Nations

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- ✓ Young Professional Programme (YPP)
- ✓ Internships
- ✓ Junior Professional Officer (JPO) Programme
- ✓ Language Examinations
- ✓ United Nations Volunteers
- ✓ Consultancies

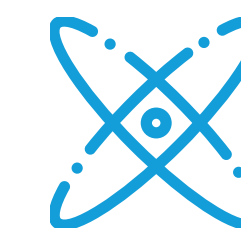




# Other Career Opportunities at the United Nations

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- ✓ Professional and above category
- ✓ General Service (GS) and related categories
- ✓ Field Service (FS)
- ✓ National Professional Officers (NPO)





# Professional, GS, FS and NPO categories

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- ✓ Advertised in Inspira (UN Careers Portal)
- ✓ P and above and FS category: **internationally recruited**
- ✓ GS and NPO: **locally recruited**



# Professional and General Service: what you should know

## Professional and above

Level	Minimum relevant work experience with advanced degree ( <u>Master's</u> or higher degree)	Minimum relevant work experience with first-level degree ( <u>Bachelor's</u> degree)
D-2	Over 15 years	Over 17 years
D-1	15 years	17 years
P-5	10 years	12 years
P-4	7 years	9 years
P-3	5 years	7 years
P-2	2 years	4 years
P-1	0 years	2 years

## General Service

Level	Upper Secondary education or equivalent (ISCED Level 3 academic qualifications)	First-level university degree or equivalent (ISCED Level 6 academic qualifications)
GS-7	10 years	8 years
GS-6	7 years	5 years
GS-5	5 years	3 years
GS-4	3 years	1 year
GS-3	2 years	No experience required
GS-2	1 year	No experience required
GS-1	No experience required	No experience required





# UNITED NATIONS OPPORTUNITIES FOR YOUNG TALENT: YOUNG PROFESSIONALS PROGRAMME

## Overview for Prospective Candidates

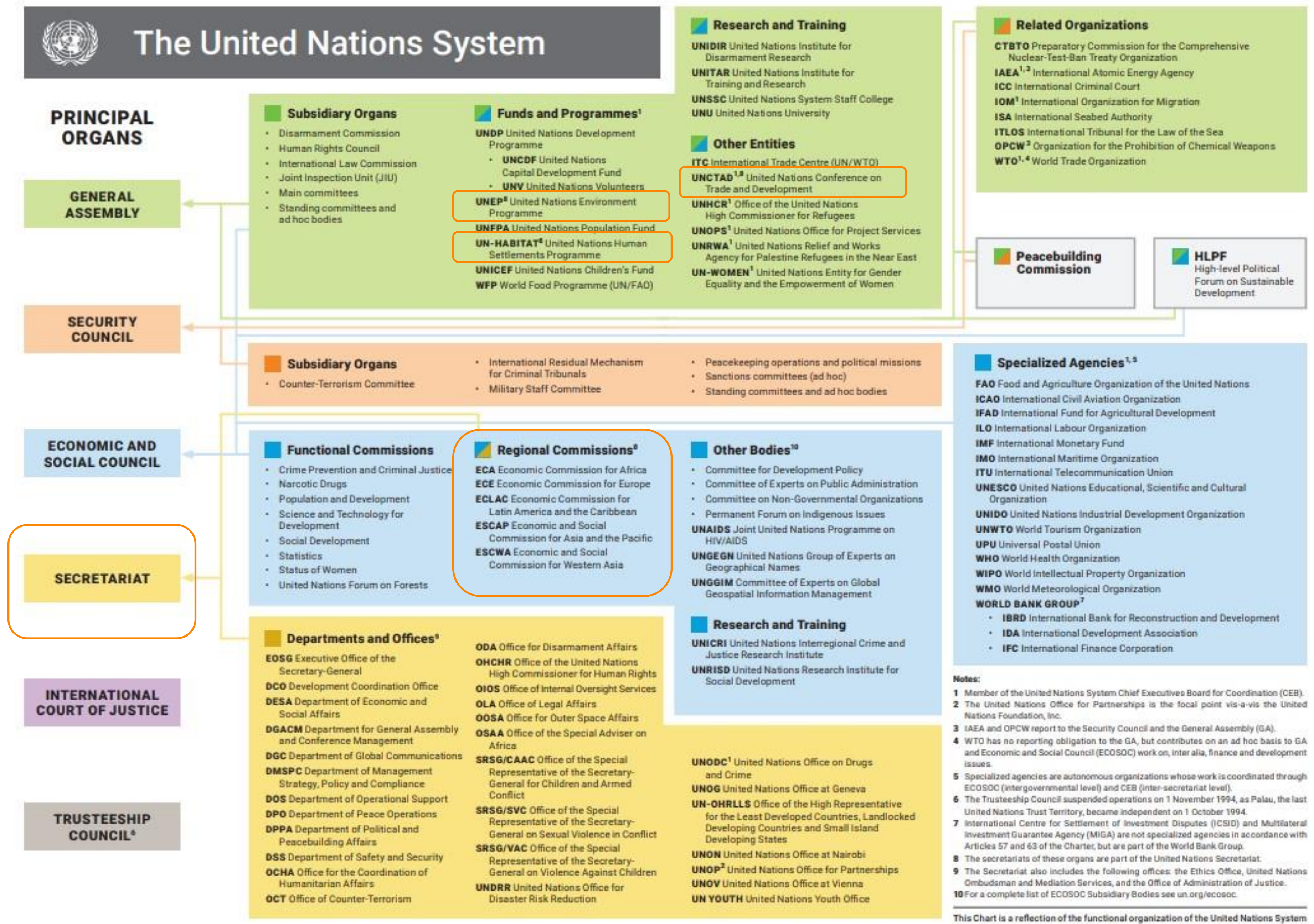
Department of Operational Support







# The United Nations System







# UN Secretariat Facts and Figures



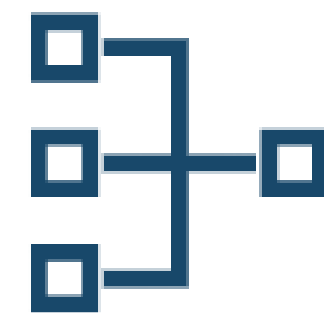
**190+**  
Nationalities



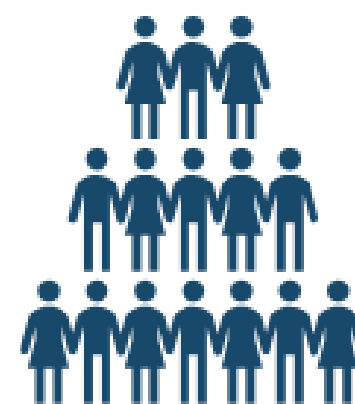
**6**  
Official UN  
Languages



**470+**  
Duty Stations



**9**  
Job Networks

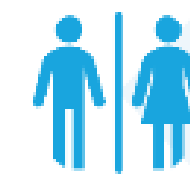


**36,000+**  
Staff Members



**10+**  
ERGs

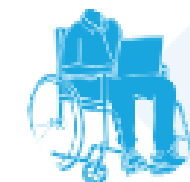
## UN Strategies for an Inclusive Workforce



Gender Equality & Parity Strategy



Geographical Representation Strategy



Disability Inclusion Strategy



Youth 2030 Strategy



Strategic Action Plan on Anti-Racism



Workplace Mental Health Strategy





# Key Skills Needed at the UN

	 <p><b>DATA, ANALYSIS AND COMMUNICATIONS</b></p> <p>Building on the overarching UN Data Strategy, turning the organisation into the state-of-the-art data analyst and communicator for the benefit of the world.</p> <p><a href="#">LEARN MORE &gt;&gt;</a></p>	 <p><b>INNOVATION AND DIGITAL TRANSFORMATION</b></p> <p>Based on all available means, using our innovation infrastructure to discover and implement new ideas to create value and help us do our job in a more digital world.</p> <p><a href="#">LEARN MORE &gt;&gt;</a></p>
 <p><b>STRATEGIC FORESIGHT</b></p> <p>Engaging in strategic foresight, linking up with other entities around the world to enable anticipatory action and the design of more forward-looking policies and programmes.</p>	 <p><b>PERFORMANCE AND RESULTS ORIENTATION</b></p> <p>Ensuring the UN family is focused on impact, learning, and continuous improvement.</p>	 <p><b>BEHAVIOURAL SCIENCE</b></p> <p>Leveraging behavioural science to improve UN family programme and policy effectiveness and reduce bureaucratic processes.</p> <p><a href="#">LEARN MORE &gt;&gt;</a></p>



# Overview of Entry Points and Job Networks



Economic, Social & Development



Logistics, Transportation & Supply Chain



Public Information & Conference Management



Political, Peace & Humanitarian



Information & Telecommunication Technology



Internal Security & Safety



Management & Administration



Science Network



Legal Network

- Job Openings and Temporary Job Openings
  - Internships
  - Consultancies
  - UN Volunteers
- Young Professionals Programme (YPP)
- Junior Professional Officer (JPO)

Level	Years of Experience
D-2	Over 15
D-1	Min 15
P-5	10
P-4	7
P-3	5
P-2	2





# Assessment Process

What does the YPP exam structure consist of?

## Online Test in 2 Stages

The exam is presented in both English and French

- Stage 1**
- Open to those who meet basic eligibility
  - ~2 hours, multiple choice questions - questions are a mix of general (cross-cutting for work across the UN) and specialized (specific to the substantive area)

- Stage 2**
- Open to those who pass stage 1
  - ~ 2 hours, **open-ended questions** - questions are focused on **specialized**/substantive area

## Interview Stage

Live video-based structured interview

**Beware of for-profit entities selling materials related to YPP!**



# Assessment Process

How to prepare for success?

Candidates invited to participate in the YPP exam will receive access to the **UN Online Examinations & Tests System** to:

- Confirm their **connection and equipment** works well
- Become familiar with **how to navigate** within the online testing platform and **practice answering questions** in a timed manner
- Review **preparation material** specific to the exam, such as:



- Suggested reading list
- Sample questions
- Preparation tips video



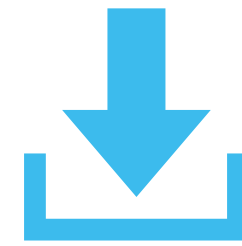
**Take-Away: Candidates are given all materials needed to prepare**





# Roster Placement and Selection Process

Securing a Post in the UN



## Placement On The Roster

Those who are successful in the YPP examination process will be **placed on a roster used to fill appropriate vacancies.**

Candidates may be selected from the roster as relevant vacancies become available across the UN Secretariat.

The roster is valid, and used to fill positions, for a period of **three years.**



## Type and Level of Contract Offered

Candidates selected from the roster will be offered a **two-year fixed term contract** at the start of their Professional career with the UN.

After two years, and subject to satisfactory performance, they may be granted a **continuing contract.**

**YPP placements are at either a P-1 or P-2 level,** depending on a variety of factors.



## Location of First Placement

YPP-placed staff are **expected to serve for a minimum of two years** in that position before being considered for another position.

Positions may become available at **various UN Secretariat offices**, including, but not limited to:


Addis Ababa, Bangkok, Beirut, Geneva, Nairobi, New York, Santiago, Vienna.

Candidates who refuse their offer will be removed from the roster.



**Placement on the roster does not guarantee an offer of employment.**



## Resources

Visit: [careers.un.org/ypp](https://careers.un.org/ypp)  
 [inspira.un.org](https://inspira.un.org)

Follow UN Careers on social media:  
[facebook.com/un.careers](https://facebook.com/un.careers)  
[twitter.com/un\\_careers](https://twitter.com/un_careers)

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Learn more: <https://careers.un.org/lbw/home.aspx?viewtype=NCEF&lang=en-US>



# Internships

**Eligibility:**  
enrollment in  
final year of  
Bachelor's  
or beyond

**Application  
period:** varies  
depending on  
the job opening

**Application  
must be  
submitted  
online**

**Required skills include:**  
academic and analytical  
skills, fluency in English or  
French, communication  
and interpersonal skills

**Internship  
certificate  
issued upon  
completion**

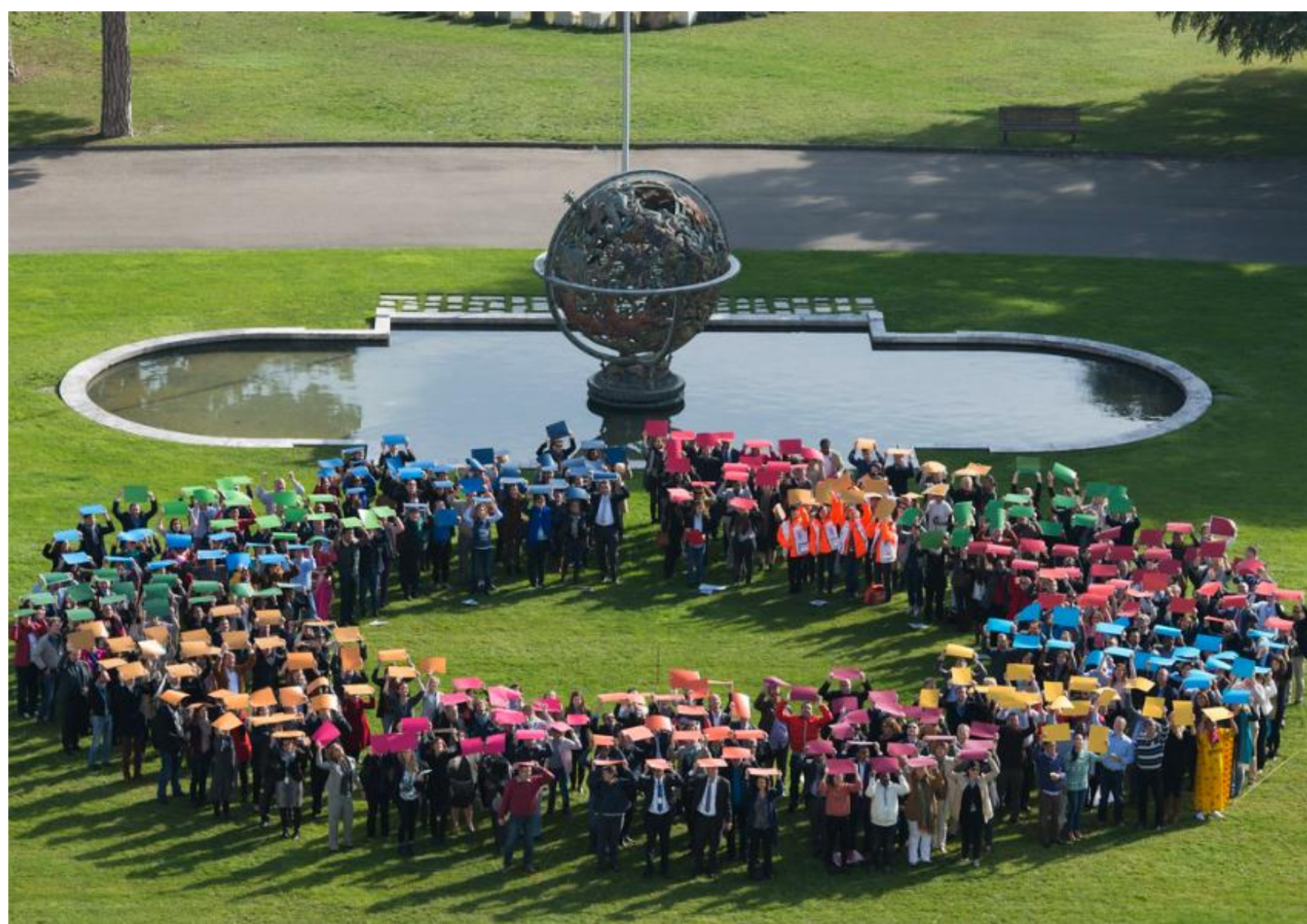
**Internship  
period:**  
two to six  
months

**Remote  
internships  
available**





# Junior Professional Officer (JPO) Programme



## Requirements



Master's Degree/equivalent, or Bachelor's Degree + 2 years additional work experience



2 years of relevant professional work experience required (internships counted as 50% of their effective duration)



English; second UN official language is desirable



Ages vary by donor country

## Current sponsors\*:

Australia Austria Bahrain Belgium Canada China Democratic People's Republic of Korea Denmark  
 Egypt Estonia Finland France Germany Hungary Iceland Israel Italy Japan Kazakhstan  
 Kuwait Liechtenstein Luxembourg Mongolia Morocco Netherlands New Zealand Norway Poland  
 Poland Qatar Republic of Korea Russian Federation Saudi Arabia Singapore South Africa Spain  
 Sweden Switzerland Turkey United Arab Emirates United Kingdom United States

\*subject to change



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Learn more: <https://www.un.org/development/desa/jpo/how-to-apply-faq/>





# United Nations Volunteers (UNV)



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## UN EXPERT VOLUNTEERS

International / National  
35+ years  
15+ years experience, with masters  
3-48 months  
\$69,000 / \$28,900

## UN VOLUNTEER SPECIALISTS

International / National  
27+ years  
3+ years experience  
3-48 months  
\$55,500 / \$22,400

## UN COMMUNITY VOLUNTEERS

National  
18+ years  
Basic education  
3-48 months  
\$8,500



## UN ONLINE VOLUNTEERS

Location neutral  
18+ years  
1-26 weeks

## UN YOUTH VOLUNTEERS

### Youth

International / National  
18-26 years  
0-3 years experience  
6-24 months  
\$49,800 / \$19,200

### University

International / National  
18-26 years  
0-3 years experience / should be students or recent graduates  
3-6 months  
\$22,100 / \$8,200 (6 months)



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Learn more: [https://unv.my.site.com/s/?language=en\\_US](https://unv.my.site.com/s/?language=en_US)

# Competitive Examinations for Language Positions (CELP)

## Official languages:

Arabic, Chinese, English, French, Russian and Spanish

## Positions (P2/P3):

Editors, Interpreters, Proofreaders, Translators, Verbatim reporters

## Eligibility and requirements:

- First-level university degree
- Interpret/translate from two official languages into main language
- No more than 55 years old as of 31 December of exam year

Examinations are advertised as job openings (same as YPP)  
Language staff hired from the roster at the entry level (P-2/P-3)



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Learn more: <https://careers.un.org/lbw/home.aspx?viewtype=LCRF&lang=en-US>



# Consultancies and short-term contracts

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- As **consultant or individual contractor**, you will perform results-oriented functions, within a limited duration.
- As a **short-term staff**, you can work on projects or during period of seasonal peaks, with a maximum duration of 364 days.







# UN Secretariat: Where we are



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- **Headquarters:**
  - New York
- **Main Offices Away from Headquarters:**
  - Geneva
  - Vienna
  - Nairobi
- **Regional Economic/Social Commissions:**
  - Geneva
  - Beirut
  - Santiago
  - Bangkok
  - Addis Ababa
- **UN Peace Operations**
- **UN Special Political Missions**



○ Headquarters locations and main offices  
● Sub offices





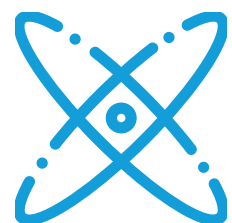
# UN Agencies, Funds and Programmes



Learn more:  
<https://www.un.org/en/about-us/un-system>



# Overview of the Recruitment Process







# Ready to apply?



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## Job Opening

**Posting Title:** Programme Budget Officer, P4  
**Job Code Title:** PROGRAMME BUDGET OFFICER  
**Department/Office:** Department of Management Strategy, Policy and Compliance Office of Programme Planning, Finance and Budget  
**Duty Station:** NEW YORK  
**Posting Period:** 06 March 2019 - 19 April 2019  
**Job Opening Number:** 19-Finance-DMSPC OPPFB-112529-R-New York (G)  
**Staffing Exercise:** N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity



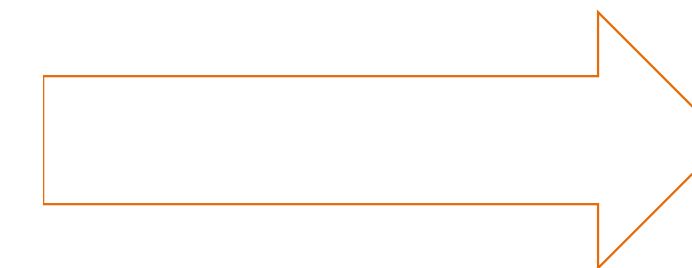
Apply Now

### Org. Setting and Reporting

The position is located in the Programme Planning and Budget Division (PPBD) of the Office of Programme, Planning, Finance and Budget (OPPFB) in the Department of Management Strategy, Policy and Compliance (DMSPC). The Programme Budget Officer reports to the Chief of Service/Unit and to the Director of the Programme Planning and Budget Division.

**Inspira** is the recruitment platform of the United Nations Secretariat, where applications are submitted.

<https://inspira.un.org>



The screenshot shows the Inspira login interface. At the top, there is a browser tab labeled 'Inspira'. Below it is the Inspira logo and the text 'Human Resources Gateway'. There are two input fields: one for the User ID and one for the Password. To the right of the User ID field is a link for 'Forgot User ID', and to the right of the Password field is a link for 'Forgot Password'. Below the input fields is a large blue 'Login' button. At the bottom, there are links for 'New user? Create account here', 'Contact us', and language options 'English | Français'. The footer contains the text 'Copyright United Nations. All rights reserved'.

# Screening of Applications

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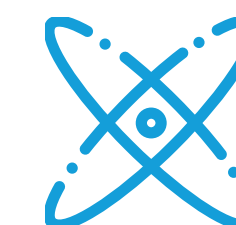
Candidatures are filtered through:

## Automated screening rules

(age, academics, yrs of experience, mandatory screening questions, etc)



## Manual HR Assessment (Recruiter)





# Common Pitfalls- Academics

Failure to indicate **obtention of required degree** (HS diploma, Bachelor's degree or Master's degree):

### Education

Name of Institution: [Redacted]	City, Country: [Redacted]	From/To: <b>01-Sep-2000 / 23-Jun-2004</b>  Degree Obtained: <b>Yes</b> Degree/Diploma Conferral Date: <b>05-Feb-2005</b>
Type of Institution: <b>University/Tertiary</b>	Degree obtained: <b>Certificate/Diploma</b>	Teaching method/ Enrolment Status: <b>In-person / Part-Time</b>
Main Course of Study/ Field of study/ Specialization: <b>Law/ International Law/</b>	Title of the degree/diploma in English or French language e.g. "Bachelor in Law": <b>PhD in International Law</b>	Exact title in original language: [Redacted]

# Common Pitfalls- Languages

Failure to indicate the **language required level**:

- Fluency = Fluent in all four levels
- Knowledge = Confident in at least two of the four areas

## Languages

Language	Read	Speak	Understand	Write	Mother tongue	Passed UN LPE
French	Confident	Confident	Confident	Confident	Yes	No
English	Fluent	Fluent	Basic	Basic	No	No



# Common Pitfalls- Screening Questions (Job-Fit Questionnaire)

Failure to respond to a **mandatory** screening question results in **elimination**:

## Responses to Open Ended Questions for this Job Opening

Question 1	A minimum of five years of progressively responsible experience in administration, finance, accounting, human resources management or related field <b>is required</b> . Please explain how you meet this criterion using examples.
Answer	I do not meet this criterion

# Preliminary Evaluation (Suitability Review)

After the release of applications, the preliminary evaluation is conducted by the Hiring Manager on the basis of:

## 1) The pre-established evaluation criteria:

Academics	Experience	Languages
<ul style="list-style-type: none"><li>• HS Diploma (GS)</li><li>• Master's degree or BA + 2 yrs of relevant exp. (P and above)</li></ul>	<ul style="list-style-type: none"><li>• Minimum years of relevant experience</li></ul>	<ul style="list-style-type: none"><li>• Fluency in E and/or F</li><li>• Knowledge of another UN official language</li></ul>

## 2) The required criteria vs the desirable criteria



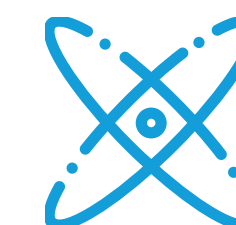
# Preliminary Evaluation (Suitability Review)

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**NOT SUITABLE** (does not meet minimum requirements)

**LONGLIST** (meets only minimum requirements)

**SHORTLIST** (meets minimum requirements and all invoked desirable elements)



# Common Pitfalls- Preliminary Evaluation (Job-Fit Questionnaire)

Failure to provide a **coherent, consistent** response that is **supported by information in the Candidate Profile** may leave the candidate out of the shortlist:

GENERIC EXPERIENCE



BAD RESPONSE

4. Do you have 7 years of progressively responsible experience in Human Resources Management and Administration? Please explain below

No

Yes, I have 9 years of experience in human resources management  
See my candidate profile for details. X

GENERIC EXPERIENCE



GOOD RESPONSE



4. Do you have 7 years of progressively responsible experience in Human Resources Management and Administration? Please explain below

No

Yes, from 2016 –2019 with **WeRecruit Enterprise**.  
From 2012 – 2016 with **London Homebuilding Association**.  
From 2009 – 2012 with **Save the Children NGO**.  
From 2005 – 2009 with **Private Consulting Firm**.

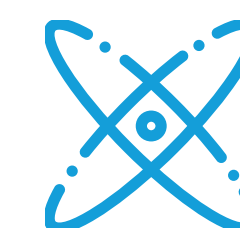
During the above period I performed a **wide range of human resources management functions**, including **managing, coordinating, and implementing large recruitments (over 50)** at the national and international level. Managed large and complex **rostering exercises from job posting, to assessments to conducting interviews and reporting on results**. Experienced in **implementing performance appraisal system and advise on its compliance with polices, rules and regulations**. In my current job with WeRecruit, I provide **advice to senior managers and staff on the interpretation and application of human resources policies**.



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inspira  
Human Resources Gateway



UN Career Portal  
[careers.un.org](https://careers.un.org)





# What to include in a Motivation Statement

Cover Letter	Motivation Statement
Directions: Describe how your experience, qualifications and competencies match the position for which you are applying	Directions: Please explain what motivates you to apply for this position. You may also use this space to tell us anything else that is not already in your application that makes you a good fit for this position.
Summary of educational background	Direct explanation of why you applied for this job, in this location, at this moment
Summary of employment history	How your competencies, values, and behaviors are in keeping with the mandate of the UN and the mandate of the particular UN entity you are applying to
Explanation of why your knowledge, skills, and abilities make you a good fit candidate for the job	Any information not included in your application that demonstrates why you are a good fit for the position
Motivation for seeking the position	Elements of personal character and experience that would support your success and resilience in this position
Summary of relevant communications skills and abilities (e.g., languages)	An explanation of how this job fits into your career progression, including (if relevant), why you are shifting to a new area of work and/or new location.
Timeline of availability/administrative factors	Timeline of availability/administrative factors

# Competency-Based Interview

- ✓ Structured interviews seeking **concrete** examples from **past** experience
- ✓ Main tenet of CBI: **Past performance is the best predictor of future performance**
- ✓ Questions assess the positive or negative indicators of behaviour
- ✓ Answers to CBI should be:





# Interview Questions

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## Professionalism

- ✓ *Why are you interested in this job? Why are you the most qualified candidate?*

**Demonstrates professional competence and mastery of subject matter**

## Teamwork

- ✓ *Can you give me an example of dealing with a difficult team member? What did you do? Anything you would do differently?*

**Works collaboratively with colleagues to achieve organisational goals.**

## Planning & Organizing

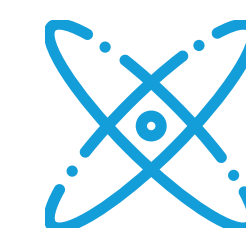
- ✓ *Tell me about a time where you had a number of demands being made on you at the same time. How did you handle it?*

**Identifies priority activities and assignments; adjusts priorities as required**

## Leadership

- ✓ *Tell us about a situation in which you had to make a difficult decision in the face of criticism.*

**Shows the courage to take unpopular stands.**



# New Values and Behaviours Framework

- ✓ Created through an **inclusive** and **participatory** process with colleagues across the UN Secretariat.
- ✓ Builds on the competencies' strength and transform them to **better reflect** the goals of the organization for the **next decade**.
- ✓ Takes into account the **constant changing** nature of the world.





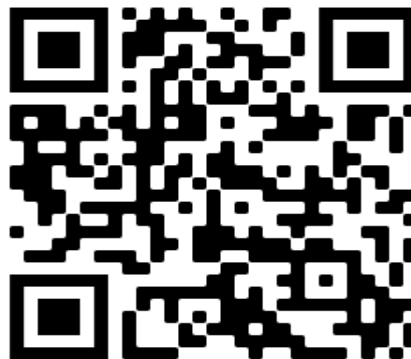



# Careers Tips Thursday (CTT)

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- ✓ **Monthly** webinars conducted via Zoom
- ✓ Sessions are recorded, the general public can view asynchronously through the [CTT website](#) and download materials.
- ✓ Wide range of **career-related topics**, such as:
  - Drafting candidate profiles/applications
  - CBI and difficult questions
  - Networking
  - Career Paths
  - Emotional Intelligence
  - Personal Branding, Etc.



# Useful QR Codes

Resource	Description	URL Link & QR Code
<b>UN Careers Portal</b>	Visit the <b>one-stop UN Careers Portal</b> where you can get all the necessary information on current job openings, career options, staff profiles, application tips, pay and benefits, and much more!	<a href="https://careers.un.org">https://careers.un.org</a> 
<b>UN Global Talent Pool</b>	Subscribe to the <b>UN Global Talent Pool</b> to stay in touch with us and receive notifications of featured vacancies in your preferred job network, announcements of upcoming career sessions, and more updates from UN Careers!	<a href="https://bit.ly/UNGlobalTalentPool">https://bit.ly/UNGlobalTalentPool</a> 
<b>Inspira</b>	Use the <b>Inspira application platform</b> to search through current job openings, set job vacancy alerts, create an applicant profile, and submit your applications to work for the United Nations Secretariat.	<a href="https://inspira.un.org">https://inspira.un.org</a> 
<b>Career Tips Thursday</b>	Connect to <b>UNOG CTT website</b> to view all previous recordings of this monthly webinar, focused on providing tips and guidance on a wide range of career-related topics.	<a href="https://learning.unog.ch/career-tips-thursday">https://learning.unog.ch/career-tips-thursday</a> 



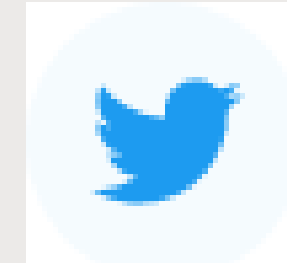




facebook

**United Nations Careers** ✓

959K followers • 43 following



UN Careers  
7,679 Tweets



LinkedIn



**United Nations**

Official account of the United Nations. For peace, dignity & equality on a healthy planet.  
International Affairs · New York, NY · 4,729,216 followers

Thomas & 166 other connections work here · 49,290 employees

✓ Following Learn more More



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