

Writing duties and achievements

How to write the duties in the PHP

- **DUTIES:** write your tasks in **INFINITIVE** (without "I" or "-ing")
 - **Prepare...**
 - **Analyze...**
 - **Organize...**
 - **Supervise...**

(Tip: look at your job description to list the duties of that job)

How to write impactful achievements

- **ACHIEVEMENTS:** use the PAST TENSE
 - **Introduced** new types of...
 - **Organized** 3 international meetings in...
 - **Created** a new database...
- Give **NUMBERS:**
 - **3** international meetings of **200** participants each in 3 Duty Stations (BKK, Uganda & Nairobi)
- Provide **TIME SPAN:**
 - Recruited 2 P staff in **5 months**
 - 1-2 weeks: JO approval + advertisement
 - 2 months: JO published on Website
 - 1 month: test + interviews + submission to HR
 - 2 weeks: CRB + approval from DG
- Explain the **IMPACT:**
 - **Resulting in...**
 - **In order for... to...**
 - **Used by...**
 - **Permitted the stakeholders to...**

Example of achievement:

Trained over **200** UN Secretariat staff members **located in Geneva, Brindisi, Vienna, Bonn and Paris** on Inspira new enhancements over the course of **2 months (one course per week)** in order to **raise awareness** of the system changes to make the **staff selection system more efficient** and to **reduce recruitment timelines**. The trainings involved **extensive liaison with UNHQ focal points**.

Result	Trained over 200 UN Secretariat staff members located in Geneva, Brindisi, Vienna, Bonn and Paris on Inspira new enhancements
Actions	Organize 8 trainings Liaise with UNHQ focal points
Numbers	200 participants 1 course per week (8 courses)
Time span	2 months
Impact	To raise awareness of the system changes To make the staff selection system more efficient To reduce recruitment timelines.

Exercise: Writing impactful achievements

1. Explain the **result** of achievement no. 1:

2. List the main **actions**/points:

3. Specify the **numbers** relevant to the achievement (e.g. participants, end users, statistics, etc.)

4. **Time span** (e.g. information that helps to understand the impact of the achievement):

5. **Impact** (e.g. on end users, beneficiaries, the organization, society, etc.):

Draft your achievement below:
