# **Writing duties and achievements**

## How to write the duties in the PHP

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| • **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

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| • **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**.

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| **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 participants1 couse per week (8 courses) |
| **Time span**  | 2 months |
| **Impact**  | To raise awareness of the system changesTo make the staff selection system more efficientTo reduce recruitment timelines.  |

## Exercise: Writing impactful achievements

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| 1. Explain the **result** of achievement no. 1:
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| 1. List the main **actions**/points:
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| 1. Specify the **numbers** relevant to the achievement (e.g. participants, end users, statistics, etc.)
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| 1. **Time span** (e.g. information that helps to understand the impact of the achievement):
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| 1. **Impact** (e.g. on end users, beneficiaries, the organization, society, etc.):
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| **Draft your achievement below:**  |
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