# **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 participants  1 couse 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

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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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