



## Information about the UN system



### Staff categories

The UN workforce is made up of different categories of staff. Within each category there are different levels, which reflect increasing levels of responsibilities and requirements. The information below can help you decide in which staff category, and at what level, you fit in.

- **Professional and higher categories (P and D)**
- General Service and related categories (G, TC, S, PIA, LT)
- National Professional Officers (NO)
- **Field Service (FS)**
- Senior Appointments (SG, DSG, USG and ASG)

Internationally recruited	Abbr.	Locally recruited	Abbr.
Professional and higher categories	P (Professional) D (Director)	National Professionals	NPO/NO
Field Service	FS	General Service and related categories	GS, TC, S, PIA and LT

Level	Years of experience with advanced degree (masters or higher)	Years of experience with first level university degree (bachelor)
D2	Over 15	Over 15
D1	15	17
P5	10	12
P4	7	9
P3	5	7
P2	2	4
P1	0	2
FS7	12	7
FS6	10	5
FS5	8	N/a
FS4	6	N/a
FS3	4	N/a

### Consultants and Individual Contractors

**Consultant** – a specialist in a specific field, engaged in an advisory or consultative capacity.

**Individual Contractor:** provides expertise, skills or knowledge for the performance of a specific task or piece of work.

## Who are we looking for?

- Audit
- Administrators
- Aviation
- Cartography
- Conference and Language Staff
- Drug Control & Crime Prevention
- Demographics
- Economic Affairs
- Electoral Affairs
- Engineering
- Information and Communications Technology
- Information Management
- Library Science
- Logistics
- Procurement
- Medical
- Programme/Project Management
- Security
- Humanitarian Affairs
- Human Rights
- Legal Affairs
- Political Affairs
- Public Administration
- Public Information, Radio & TV
- Rule of Law
- Social Affairs
- Statistics
- Supply Chain
- Etc.

## Job Networks



## Tips to apply to UN Secretariat posts

All job openings in the UN Secretariat are published on the United Nations **Careers Portal**. When you apply for a job, you must submit an application in the UN online recruitment system, called **Inspira**.

### Completing your Application

The Inspira application is an extended online resume, specifically used by the United Nations, where you articulate your education, competencies, achievements and professional experience. The application is used to **evaluate your eligibility and suitability for the job**. It is your opportunity to tell your story in a way that demonstrates that you are the best candidate for the job.

### Preparing the Cover Letter

The cover letter is the personal introduction that accompanies your application. Your aim in the cover letter is to describe how your experience, qualifications and competencies match the job for which you are applying. Think of your cover letter as an **opportunity to distinguish yourself** from other job seekers by highlighting what makes you the best match for the position.

Your cover letter should be brief, three to four paragraphs, and as targeted as possible to the position for which you are applying. Focus on the most relevant parts of your background that relate to the job opening.

### Understanding the job evaluation criteria

The evaluation criteria for each job opening are: education, work experience and languages. When applying to a job opening you should ensure that you meet the evaluation criteria identified as "**required**", as otherwise your application will not be retained. Evaluation criteria identified as "**desirable**" may help your application to be shortlisted for the position. Only shortlisted candidates are invited to the next stage of the selection process, which may include a test or other type of assessments followed by a competency-based interview.