



Your Application and the process

Talent Acquisition, Outreach & Management Team (TAOM)
OCHA - Human Resources Section (HRS)

Today's host



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House Keeping Rules

- You are muted by default. The chat function is disabled.
- If you have any questions, please submit them through Zoom Q&A button. Kindly keep your questions relevant to the topic and avoid overly personal inquiries, as we aim to address common concerns during the Q&A portion.
- The session will be recorded. The recording and presentation will be available shortly on the [Inter-Agency Career Week webpage](#) with password: [C@re3rW3ek!#](#)



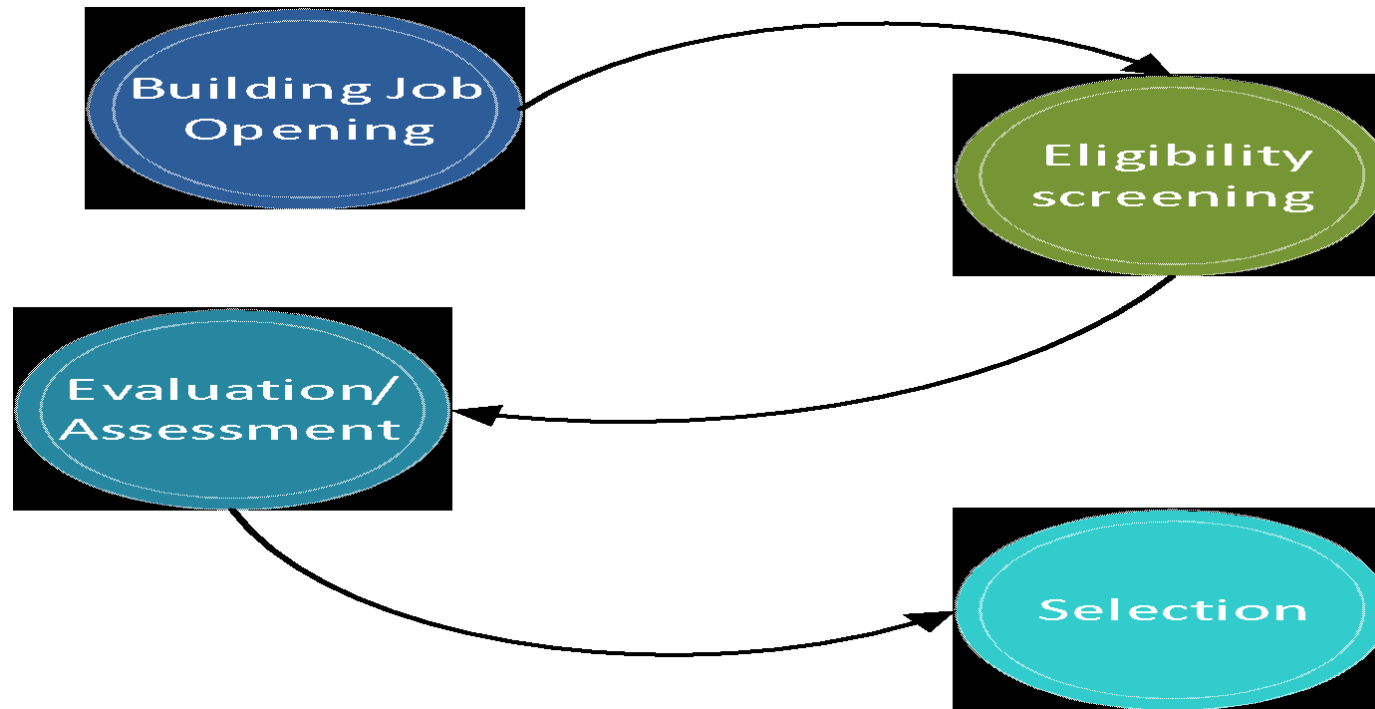
Due to the large number of participants in this session, we might not be able to respond to all of your questions.

Thank you for your understanding.



Overview Recruitment process

Main components of the Staffing Process



UN Secretariat recruitment tool: Inspira

- **Building:** Finalization Terms of Reference (TOR) – Funding of the position (1 year or longer or temporary) – Position classification.
- **Eligibility screening:** eligibility requirements/rules.
- **Evaluation & Assessment (suitability review):** shortlisting & assessment exercises (Tests and/or competency-based interview).
- **Selection** decision.



Job Opening (JO) vs. Temporary Job Opening (TJO)

▪ Job Openings (JO)

- ✓ Issued to fill positions valid for **one (1) year or longer**; these positions can be funded through extra budgetary or the regular budget.
- ✓ Process usually includes **assessment exercises**: test and/or a competency-based interview (CBI)
- ✓ Vetted through a **Central Review Body (CRB)**.
- ✓ **Successful candidate(s)** are granted **roster membership** upon completion of the process.
- ✓ Candidate(s) selected against a JO will be granted a **fixed-term appointment (FTA)**.

▪ Temporary Job Openings (TJO)

- ✓ Issued to fill positions that are **temporary in nature** (*i.e. replacement of staff on parental leave, on temporary assignment, or on special leave without pay (SLWOP), etc.*).
- ✓ For a minimum period of three (3) months, up to a maximum duration of 364 days.
- ✓ Candidate(s) selected against a TJO will be granted a **temporary appointment (*)**.

*(*temporary assignment for s/m holding an appointment other than temporary) .*

Overview some profiles in OCHA

Country Office Management

- ✓ Head / Deputy Head of Office

Humanitarian Affairs

- ✓ Coordination
- ✓ Reporting
- ✓ Protection
- ✓ Civil-Military Liaison
- ✓ Humanitarian Financing
- ✓ Policy/International Humanitarian Law

Communications/Public Information

- ✓ Public Information
- ✓ Communications
- ✓ Spokesperson
- ✓ Social Media
- ✓ Campaigns/Advocacy

Information Management

- ✓ Generalist
- ✓ Data analysis
- ✓ Data visualization
- ✓ Web/content management
- ✓ GIS/mapping
- ✓ Information Systems
- ✓ And more

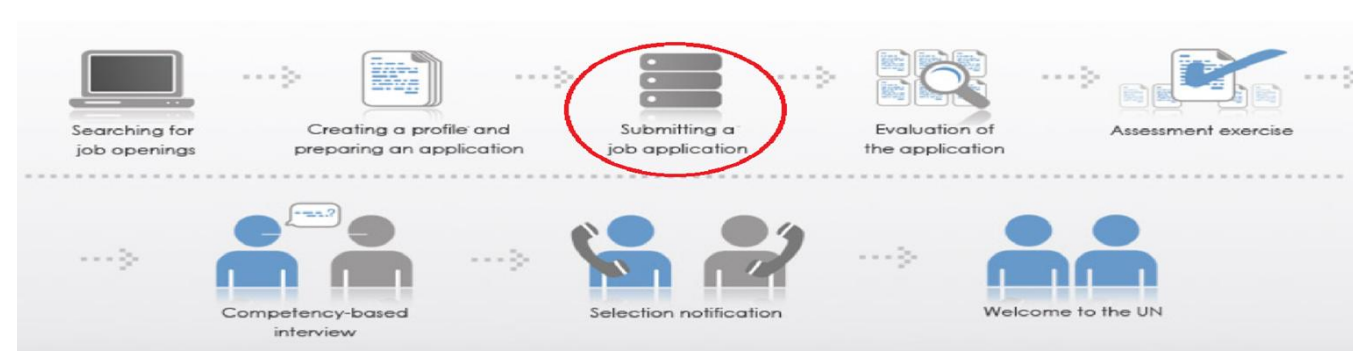
Administration

- ✓ Administration
- ✓ Human Resources
- ✓ Finance
- ✓ Procurement
- ✓ Programme Management

Submitting a job application



Job Application



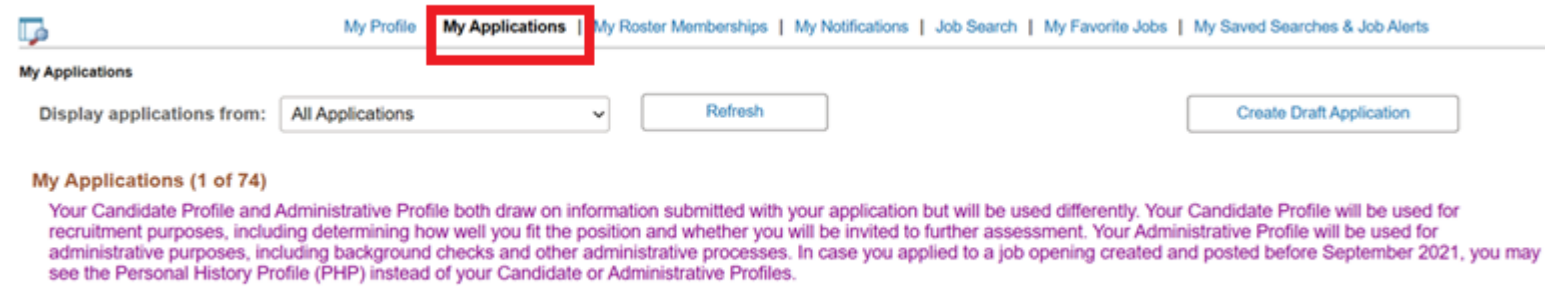
- **Complete/update your Profile and PHP accurately** – articulate your education, competencies, achievements and professional experience. Your application is used to evaluate your **eligibility and suitability** for the job. It is your opportunity to tell your story in a way that demonstrates that you are the best candidate for the job.
- **Understand the job requirements** and apply only to vacancies that align with your strengths and aspirations. Highlight your **specific experiences, skills, knowledge, and practitioner credentials** in relation to the job you are applying for to convince the Hiring Manager that you are a qualified candidate.
- **Prepare the Motivation Statement** - up to 2,000 characters (including spaces) to include information that is **not found elsewhere** in your application. You may wish to use the motivation statement to explain why you are applying for this job, in this location, at this moment; how the position aligns with your overall career goals, including a career or location change; how elements of your personal character or experience will support your success in this role, and/or how your competencies, values, and behaviors align with the mandate of the UN and the mandate of the particular UN office you are applying to.

Your Profile & Application

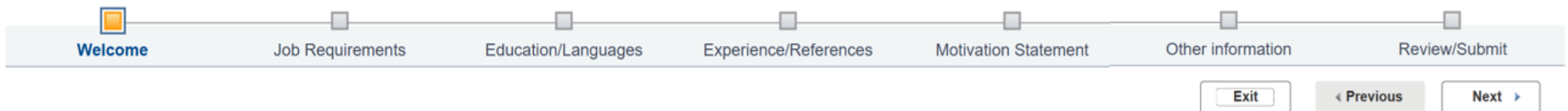
Step 1: complete/update your profile



Step 2: prepare and submit your application



Complete each step fully and accurately – review then submit





Job requirements / Job-Fit Questionnaire (JFQ)

- ☐ Customizable pre-screening questions that allow the Hiring Manager to **elicit targeted open text responses from candidates** on how they meet the evaluation criteria in the job opening.
- ☐ Facilitates the evaluation of **candidates' eligibility and suitability**.
- ☐ Lists the **required and desirable** work experience criteria displayed in the job opening (maximum 10 questions).
- ☐ May include up to two optional custom questions related to the **responsibilities, professionalism, education, language, skills, and/or duty station** of the position.
- ☐ Candidates who report in the JFQ that they do not meet a **required criterion** OR **do not fill in the JFQ for a required criterion** are not released by the system to the Hiring Manager for further evaluation.
- ☐ Yes/No is **NOT sufficient**, answer with specific examples aligned with your experience.

Education

An advanced university degree (Master's degree or equivalent) in political science, social science, international studies, public administration, economics, engineering, earth sciences or a related field is required. A first-level university degree in combination with an additional two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

- **Make sure** you meet the academic qualifications.
- **Make sure** you have all the certification requirements.
- **If not, ensure** you undertake / develop the qualifications.









☐ **You will also be expected to support the statements made in your applications** by providing copies of your certificates / degrees / courses as well as Completed Performance Evaluations (if available).



English and French are the working languages of the United Nations Secretariat. For the position advertised, **fluency** in English is **required**. **Knowledge of** French is **desirable**.

- **Fluency** - equals a rating of "**fluent**" in all **four areas** (read, write, speak, understand).
- **Knowledge of** - equals a rating of "**confident**" in at least **two of the four** areas.

Languages

Language↕	Reading Proficiency	Speaking Proficiency	Understanding Proficiency	Writing Proficiency	Edit	Delete
English	Fluent	Fluent	Fluent	Fluent		
French	Basic	Confident	Confident	Basic		
Italian	Basic	Basic	Basic	Basic		
Spanish	Basic	Basic	Basic	Basic		



Work experience

- A minimum of five (5) years of progressively responsible experience in humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area is **required**.
- At least three (3) years humanitarian **experience in the field** (actual setting where a mission and/or project is being implemented) in emergency situations (complex emergency or natural disaster) is **required**.
- Experience dealing the Humanitarian Programme Cycle is **required**.
- Experience in a humanitarian context within the UN Common System or comparable international organization is **desirable**.
- Experience in the region (Horn of Africa) is **desirable**.
 - **Make sure you** have the experience for the job you apply for (WHAT you have been doing/your achievements vs. WHAT the new job requires).
 - **Make sure you** apply to vacancies where you meet **all of the required criteria** - **desirable criteria are optional**.

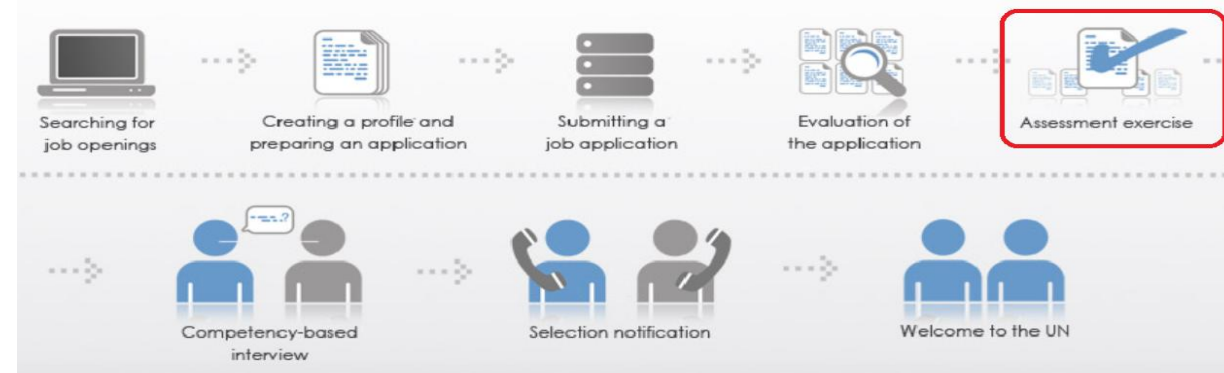
Evaluation & Assessment



Suitability review (Shortlisting)



- Hiring Managers evaluate **all candidates** and prepare a short list based on a review of **their documentation**.
- Review each candidate's profile which includes **their academic qualifications, their language proficiency** and **their responses to the Job-Fit Questionnaire items** (work experience and custom questions).
- **Required criteria** stated in the job opening **MUST** be applied.
- **Desirable criteria** may be raised (optional).
- **All used criteria** shall be applied consistently across the board.
- **Shortlisted** candidates will move to the next step.



- **Assessment tests** might be administrated in following format:
 - ✓ Written assessment type (Essay, Case study, short response)
 - ✓ Multiple choice questions (MCQ)
 - ✓ Video assessment, OR
 - ✓ A combination of these types, or other appropriate types, depending on the nature of the functions and the skills being assessed.
- Candidates are notified at least **five (5) days in advance** of the time, type, and length of the assessment test.
- Administered using the UN Online Examinations and Tests system (UNOETS), **Moodle**.
- Grading will be done anonymously by at **least two (2) assessors** via the tool (MCQs are autocorrected by the system).
- **Be ready** for an assessment test - to evaluate and verify your **knowledge, skills or ability** for the function.



Competency-Based Interview (CBI)



- CBI also called "*behavioral interview*" is based on the concept that **past behavior and experience** is the best **indicator of future performance**. A candidate's history tells a story about the candidate's skills, abilities, knowledge, and actual experience in handling a variety of situations.
- Designed to assess a candidate's ability to perform **specific job-related tasks and behaviors**.
- Uses **targeted questions** to evaluate how well candidates demonstrate the **key competencies** required for the role.
- Questions from panel members focus on **what's important for success** in the job using the **competencies listed** in the job opening.
- Candidate's opportunity to provide **real evidence of behaviors** from past experience.
- Candidates are notified at least **five (5) days** in advance of the CBI.
- Panel composition - **three (3)** members.

Some examples of CBI questions:

- **Share an experience** of managing conflicting demands.
- **Describe a time where** you demonstrated excellent listening skills.

Tips & Resources



- **Sign up for Job alerts in Inspira** – to ensure you don't miss any opportunities.
- **Choose** the right job for you. Apply only to those jobs that are suited to your strengths and aspirations and make sure to update your application to highlight important facts relevant to the job you are applying for.
- **Apply to vacancies where you meet all of the required criteria** - desirable criteria are optional.
- **When describing past experiences**, focus on what you've accomplished and achieved, as opposed to what you do on a daily basis.
- **Apply for as many as you can - But be targeted!** The UN's selection process is **very competitive**, you should not be discouraged to apply for other jobs for which you feel you are qualified in case you are declined for a position.
- **Don't limit your options** - consider all duty stations. Vacancies in hardship duty stations are often less competitive.
- **Customize your application** according to the position you are applying for and include 'texture' while being as concise as possible. Be specific and detailed in the JFQ and use examples!
- **Think of your motivation statement** as an opportunity to distinguish yourself from other job seekers by highlighting what makes you the best match for the position. It should be brief, three to four paragraphs, and as targeted as possible to the position for which you are applying.
- **If you are called for an interview, train** for competency-based interviewing techniques by preparing a wide range of brief real-life stories about your accomplishments.



- **Analyze** the (temporary) job opening
- **Prepare** a wide range of brief real-life stories about your accomplishments. Be aware of the specific skills each story illustrates and remember to include the positive outcome or lesson learned from each experience.
- **Review the competencies** mentioned in the job opening. These will be probed in your interview, so your stories should show your skill in these competency areas.
- **Prepare** to address positive results and achievements using these competencies and also challenges you have had in each of these areas.
- **Be ready** to discuss your strengths and your ability to learn from past experiences. Also think about how you could contribute to the work of the United Nations and to the specific position you are applying for.
- **Share** information you feel is appropriate and relevant.
- **Do** some research on competency, or behavior-based interviews. There is a lot of material available about preparing for such an interview structure.
- **Learn** as much as you can about the Department and Office you are applying to and the work it does.
- **Get the logistics** right
- **First (and last) impressions matter.** Even online.
- **Be yourself** and genuine
- **Listen** to the question carefully - ask for clarification if needed.



- **Be ready to explain briefly** your motivation and suitability for the role, as well as to ask questions if offered the opportunity.
- **The structure** of your answer should be - **Situation, Action, Result**.
- **CAR (L) examples that are most relevant to the post using action verbs**
 - **Context** / Challenge / Situation - *You will be expected to give an overview of the situation: what the situation was about, how you first got involved, what were the key events and the time frame (2 minutes)*
 - **Actions** / Demonstrated behavior - *You will be expected to cover significant events, specific instances, that were clearly attributable to you rather than the team.*
 - **Results** / Value added - *What was the outcome, impact or results of your actions: You may be asked questions such as how did it turn out? What was the final result?*
 - **+ Learning** (if any) - *in retrospect and when you had the opportunity to apply lessons learnt, if so.*
- **Keep** your responses to the point. Be as specific and articulate.
- **Do not:**
 - Answer in the hypothetical
 - ✓ Talk about “we” (instead, focus on the “I”, what you did)
 - ✓ Speak negatively of others
 - ✓ Interrupt the panel
 - ✓ Ask questions about benefits and entitlements

Remember: Practice, practice, practice

- UN Career page: <https://careers.un.org/>



- **Create Job Alerts:**

- **Login to Inspira**
- **Go to Job search** - filter (as applicable) Job network , Job Families, category, level, Duty station
- **Click on Save Search criteria** - When saving the search criteria, applicants will be asked to **name the search**. Set up notifications by checking the box **Use As Job alert**. Once that has been done, click **Save Search**.

- **Competency Based-Interview:**

<https://hr.un.org/page/cbi-applicants>

<https://hr.un.org/page/prepare-competency-based-interview>

[YouTube](#) video from Michael Emery on UN competency-based interview

[UN job interviews – 6 common questions](#)



UN Inter- Agency Career Week 2025 Agenda

16 - 20 June



	Monday, 16 June	Tuesday, 17 June	Wednesday 18 June	Thursday 19 June	Friday, 20 June
03:00-04:00 (New York) 09:00-10:00 (Europe) 10:00-11:00 (Nairobi) 14:00-15:00 (Bangkok)	Pres (E) - Embracing Your Career Journey in a VUCA World - Unlocking the Power of Learning Agility	Pres (E) - Your career is more than your next job	PD (E) - Career Conversations with colleagues on Inter-Agency mobility	Pres (E) - Skills for the Future of Work	Pres (E) - NextGEN Talent Acquisition: Insights from Recruiters
04:30-05:30 (New York) 10:30-11:30 (Europe) 11:30-12:30 (Nairobi) 15:30-16:30 (Bangkok)	Pres (E) - Charting your Blue Ocean: Identifying Emerging Opportunities and In-Demand Roles	PD (F) - Conversation de Carrière (Parcours Leadership)	Pres (E) - Navigating Inter-agency moves: key questions to consider	PD (F) - Conversations de carrière avec des collègues sur la mobilité inter-agences	Pres (E) - Demystifying Job Searching in the UN System
06:00-07:00 (New York) 12:00-13:00 (Europe) 13:00-14:00 (Nairobi) 17:00-18:00 (Bangkok)	Clinic (F) - Optimisez votre PHP : Clés pour une Candidature Réussie	Clinic (F) - Entretien basé sur les compétences pour les candidats	Clinic (F) - Réseautage Stratégique : Créer des liens, créer des chances	Pres (E) - Your application and the process	PD (E) - Recruitment for Global Impact: Insights from Purpose-Driven Organizations
07:30-08:30 (New York) 13:30-14:30 (Europe) 14:30-15:30 (Nairobi) 18:30-19:30 (Bangkok)	Clinic (E) - Successfully crafting your Personal History Profile / P11	Clinic (E) - CBI for applicants	Clinic (E) - Demystifying Networking for Career growth	Clinic (E) - Career Pivot into the Private Sector	PD (E) - How Volunteering Shapes Future Careers
09:00-10:00 (New York) 15:00-16:00 (Europe) 16:00-17:00 (Nairobi) 20:00-21:00 (Bangkok)	Keynote Speakers (E) - Pursuing your Success : Skills for Career Development	Keynote Speakers (E) - Unlocking Career Potential: The Power of Continuous Learning and Training	Keynote Speakers (E) - A holistic approach to career development	Keynote Speakers (E) - Onto the Balcony: Leadership Insights from a Personal Journey	Keynote Speakers (E) - Keynote Address by David Bearfield (UNDP)
10:30-11:30 (New York) 16:30-17:30 (Europe) 17:30-18:30 (Nairobi) 21:30-22:30 (Bangkok)	Pres (E) - Your Personal Journey	PD (E) - The Leadership Equation: Integrity, Innovation, and Impact	PD (E) - Getting into the international professional category - Moving to a different UN Organization	PD (E) - Career Conversations with colleagues on Interns and Fellows	Pres (E) - Creating Your Personal Learning Strategy
12:00-13:00 (New York) 18:00-19:00 (Europe) 19:00-20:00 (Nairobi) 23:00-00:00 (Bangkok)	Pres (S) - El CV como herramienta de impacto	Pres (E) - Branding from the Inside Out: Authenticity and EQ in Action	Clinic (S) - Desmitificando el Networking para el Crecimiento Profesional	Pres (E) - From Federal to Civilian: Resumes & Job Search Strategies	Clinic (S) - CBI para solicitantes
13:30-14:30 (New York) 19:30-20:30 (Europe) 20:30-21:30 (Nairobi) 00:30 ⁻¹ -01:30 ⁻¹ (Bangkok)	Pres (E) - A Mind-Blowing Tour of AI Tools to Accelerate Your Career	PD (S) - Voces de Impacto: Liderazgo que Transforma	Pres (E) - Resilience and Adaptability in times of change: "Bending without breaking"	PD (E) - Navigating and supporting the careers of women in the UN system	Pres (E) - CV writing - transforming tasks into achievements
15:00-16:00 (New York) 21:00-22:00 (Europe) 22:00-23:00 (Nairobi) 01:00 ⁻¹ -02:00 ⁻¹ (Bangkok)	Pres (S) - Entrevistas de trabajo eficaces en el sistema de las Naciones Unidas	Pres (E) - Effective Interviewing Skills in the UN	Pres (S) - Cómo completar un perfil para solicitar un puesto de manera efectiva	Pres (E) - Step Into your Future: How to set big goals and unlock your potential as a leader	Pres (E) - Reset and Recharge: Reconnecting with what grounds us

