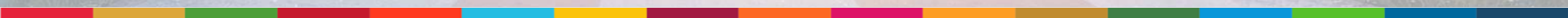


# Building a Winning Profile

- from Application to Interview





# Today's presenters



Tina Stochmal

HR Officer



Preeti Nautiyal

HR Officer

(Global Sourcing and Recruitment)

# Today's presenters



Draga Paskova

Head, Talent Planning & Acquisition



Luisa Zurek

HR Associate

## Zoom Support Team



Monika Ivic

Associate Human  
Resources Officer



Hina Javed

Associate Human  
Resources Officer

## Zoom Support Team



Valeriia Kiparisova

Team Assistant



Nadia Mudeli

Human Resources  
Assistant



Jingya Chu

Team Assistant

# House Keeping Rules

You are muted by default. The chat function is disabled.

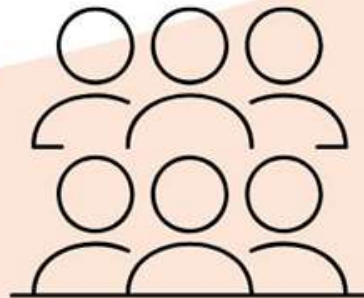
If you have any questions, please submit them through **Zoom Q&A button**.

The session will be **recorded**. The recording and presentation will be available on: [Inter-Agency Career Week 2026 webpage](#)



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 you understanding.**





# Covered in this session:

Vacancy notice  
Application  
Assessment  
Interview



## Before we get started

This presentation outlines **evidence-based strategies** for effectively preparing for video pre-screening & CBI personal interviews at UN and potentially other International organizations.

Adopting these strategies does **not** ensure specific outcomes at any organization.

This presentation is intended solely for **informational purposes**.

**Please note that meeting the minimum requirements is a necessary but not sufficient condition to advance in the process.**

# What You Think Matters vs What Actually Does

## *What Works (and Doesn't)*

- Strong CV  $\neq$  successful application
- Passion alone won't get you shortlisted
- The system works differently

***This is not about being good.....***

***it's about understanding the system*** 

## *Myth vs Reality*

### **Myth:**

- “If I’m qualified, I’ll be noticed”
- “I can send my CV directly”
- “More applications = better chances”

### **Reality:**

- Only structured applications are properly reviewed
- No formal application = no consideration
- Precision beats volume



# The vacancy Notice

*Start with the Vacancy – Not your CV*

- Understand the programme context
- Review duties realistically
- *Ask: Do I actually match this role?*

***This is a precision game – not volume***



## Team Lead, Universal Health Coverage (UHC) Knowledge Hub - (2600799)

Grade: P5

Contractual Arrangement: Fixed-term appointment

Contract Duration (Years, Months, Days): 1 year

Posting Date Mar 20, 2026, 4:08:05 PM

Closing Date Apr 10, 2026, 11:59:00 PM

Primary Location Japan-Tokyo

Organization HQ/PFD Performance, Financing and Delivery

Schedule Full-time

**IMPORTANT NOTICE:** Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

### OBJECTIVES OF THE PROGRAMME

The UHC Knowledge Hub aims to strengthen health financing in support of UHC by supporting efforts to secure adequate fiscal space for health, and to improve the efficiency, equity, and effectiveness of health system financing. It will support senior officials from Ministries of Health and Finance in LICs and MICs. Related thereto is the overall mission of WHO's global work on health financing and economics, which is to foster the development of equitable, efficient and sustainable forms of health system financing and organization. This will be achieved through capacity strengthening and policy advisory support to countries in concert with WHO Regional and Country Offices and partner agencies, the generation of relevant analysis and evidence, as well as guidance on systematic approaches to support national health financing policy development processes, implementation, policy analysis, and appropriate capacity building. The WHO Health Financing and Economics teams are charged, inter alia, with promoting conceptual clarity on health financing issues, developing and disseminating evidence on the implications of different health system financing mechanisms in different contexts, capacity strengthening activities to promote national ownership and leadership, and providing policy support on national health financing policy development oriented to Universal Health Coverage (UHC). It does so by working closely with regional focal points in health financing, intercountry offices where they exist, and country office health financing and health system specialists.

### DESCRIPTION OF DUTIES

The successful candidate will, under the broad guidance and supervision of the Director, Performance, Financing and Delivery to:

1. Provide technical leadership and managerial support, ensuring efficient delivery of the UHC Knowledge Hub's workplan and related activities in alignment with departmental and organizational objectives.
2. Co-ordinate and co-lead the UHC Knowledge Hub and collaborate closely with the World Bank and the Government of Japan, as well with other internal and external partners to implement its strategic objectives.
3. Organize and lead capacity building activities on health financing policy and public financial management, including the development of relevant training materials in collaboration with the WHO Geneva-based health financing and economics teams.
4. Lead and co-organize high-level fora and events with senior officials of country ministries and other stakeholders to foster engagement and knowledge exchange.
5. Develop and propose technical health financing policies and strategies for implementation, providing authoritative advice to member states and supporting the advancement of analytic frameworks for health financing systems.
6. Lead the collation, analysis, and dissemination of country experiences and evidence, supporting the development of evaluation tools and approaches for health financing performance and economic analysis.
7. Represent WHO and the UHC Knowledge Hub on health financing policy, public financial management, and economics with high-level officials, international agencies, and in technical meetings within the UN system.
8. Manage and monitor programme performance, including oversight of financial resources, team leadership, and reporting on key performance indicators to optimize deliverables.
9. Develop, adapt, and provide technical approaches and models of good practice to member states, and lead the production of policy briefs, discussion papers, and other publications on specific topics.
10. Liaise with and utilize partnerships with UN agencies, donors, and research institutions to position the UHC Knowledge Hub's work within global and national policies.
11. Oversee and manage the financial and human resources of the hub.
12. Perform other related duties as assigned.

## REQUIRED QUALIFICATIONS

### Education

**Essential:** An advanced university degree in economics, health economics, health policy, public health, medicines or social sciences, with a concentration in health financing or health policy.

**Desirable:** A PhD in economics, health economics, health policy or social sciences - extensive knowledge also at the academic level of health systems analysis, with concentration on health financing

### Experience

**Essential:** A minimum of 10 years of experience with low and/or middle-income countries of coordinating task teams, undertaking health finance policy analysis, policy advisory work, facilitating policy discussions, and capacity building activities in the area of health financing. Demonstrated experience in organising, designing, and facilitating capacity strengthening activities, high-level fora, meetings, conferences, and workshops on health financing policy and public financial management at national and international levels. Demonstrated experience engaging in policy dialogue on health financing with senior health policy makers.

**Desirable:** Experience working in UN/international agencies, and experience of working with other agencies active in health financing.

### Skills

- Proven ability to coordinate task teams and lead inter-agency collaborations, developing and promoting effective partnerships with international and national counterparts as part of interdisciplinary, multicultural teams.
- Proven skills to lead the organization of large capacity strengthening events and high-level fora and meetings with senior officials.
- Up-to-date knowledge of established approaches to health financing across diverse settings (low-, middle-, and high-income countries), with the ability to translate complex concepts into accessible language for non-specialists.
- Proven skills in conducting health financing system reviews, public financial management analysis, and gathering evidence on effective practices to advance progress towards UHC.
- Excellent communication and language skills, evidenced by presentations at national and international conferences and workshops, and a strong record of high-quality technical writing and publications.
- Tact, diplomacy, and the ability to motivate and work harmoniously with partners from diverse cultural backgrounds.

### WHO Competencies

#### Teamwork

Respecting and promoting individual and cultural differences

#### Communication

Producing results

Building and promoting partnerships across the organization and beyond

Creating an empowering and motivating environment

### Use of Language Skills

**Essential:** Expert knowledge of English.

**Desirable:** Intermediate knowledge of French, Intermediate knowledge of Japanese.

# The Vacancy Notice

*Non-Negotiables:* Meet the Essential Requirements

- Education
- Years of experience
- Technical expertise
- Languages

**Apply at the Right Level**




# The Application

*What Strong Applications Do – How to Stand out*

## Application - Your Profile


- Fully completed profile
- Detailed experience (not just titles)
- Clear evidence of requirements
- Tailored to the vacancy

**This is where most applications quietly fail** 

## Cover letter

**- Make it relevant, not generic**

- Strong opening
- Align with the role
- Show value you bring
- Keep it concise

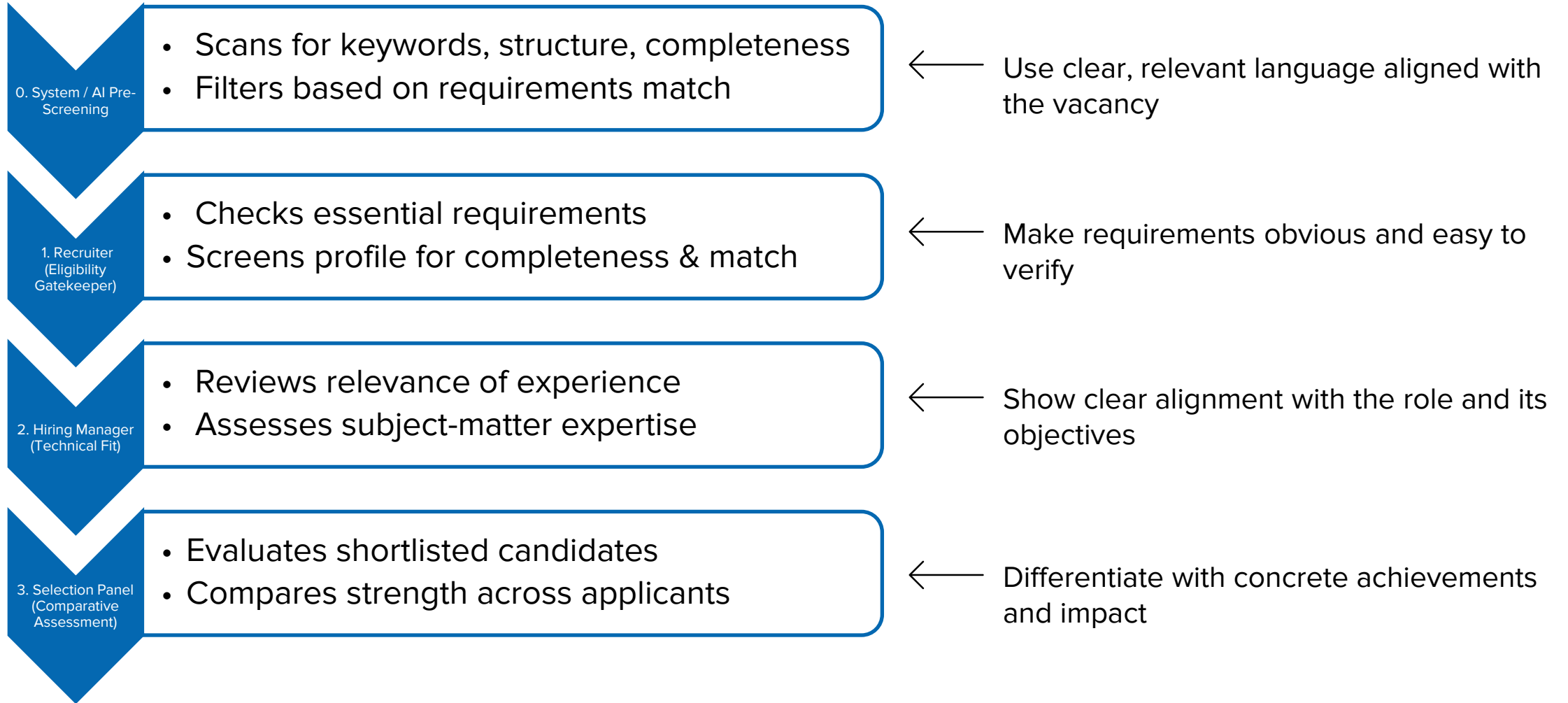
**This is where you connect your experience to their needs** 





# The Application

## Who Reviews Your Application — and How to Strategize



Final Decision Maker

# The Assessment

## *What to Expect*

- **Written test**  
(drafting, analysis, policy or technical responses)
- **Case study / scenario**  
(applied thinking, prioritization, judgement)
- **Technical test**  
(role-specific knowledge or skills)
- **Video assessment (increasing use)**  
(recorded, timed responses to set questions)
- **Presentation task**  
(sometimes pre-interview or part of interview)



# The Assessment

What Are They Actually Assessing?

*-It is not just knowledge*



They are looking for:

- **Relevance** → do you answer *what is asked*
- **Structure** → clear, logical, easy to follow
- **Judgement** → prioritization and decision-making
- **Clarity** → concise, professional communication
- **Alignment** → competencies + role expectations

Common mistakes:

- Answering **around** the question, not **to** it
- Overwriting instead of being precise
- Missing the structure (no clear flow)
- Ignoring instructions or word limits

💡 **Strong candidates don't say more — they say what matters**

# The Assessment

## Preparation That Makes the Difference

### Before the assessment:

1. Read instructions carefully (then read them again)
2. Check format + expectations (word count, structure, deliverable)
3. Test your setup
  - stable internet
  - working laptop, camera if needed
  - access to required platforms/files
4. Understand the role context
  - review the vacancy, WHO/UN priorities, terminology

### During the assessment:

- Plan before writing (2–3 min structure)
- Stay focused on the task
- Manage your time



 ***Preparation isn't just knowledge — it's execution under constraints***

# Video pre-screening interviews



## Why video interviews?

### Scalable Recruitment

Enables organizations to assess more women, nationals of less-represented Member States, niche professionals and a larger number of applicants overall

### Consistency and Fairness

Standardized questions and recorded responses ensure fair and consistent candidate evaluation by hiring managers

### Cost and Time Efficiency

Reduce travel costs and schedule changes allowing for flexible review and faster decision making prior to making final selections for final interview with panel members

### Applicant Convenience

Applicants benefit from flexible interview timing that reduces stress and accommodates diverse schedules worldwide



## Common features across providers & organizations

### Candidate Preparation Tips

Most platforms provide preparation tips to support applicants, which reduces anxiety about the process and improves interview performance

### Common Platform Features

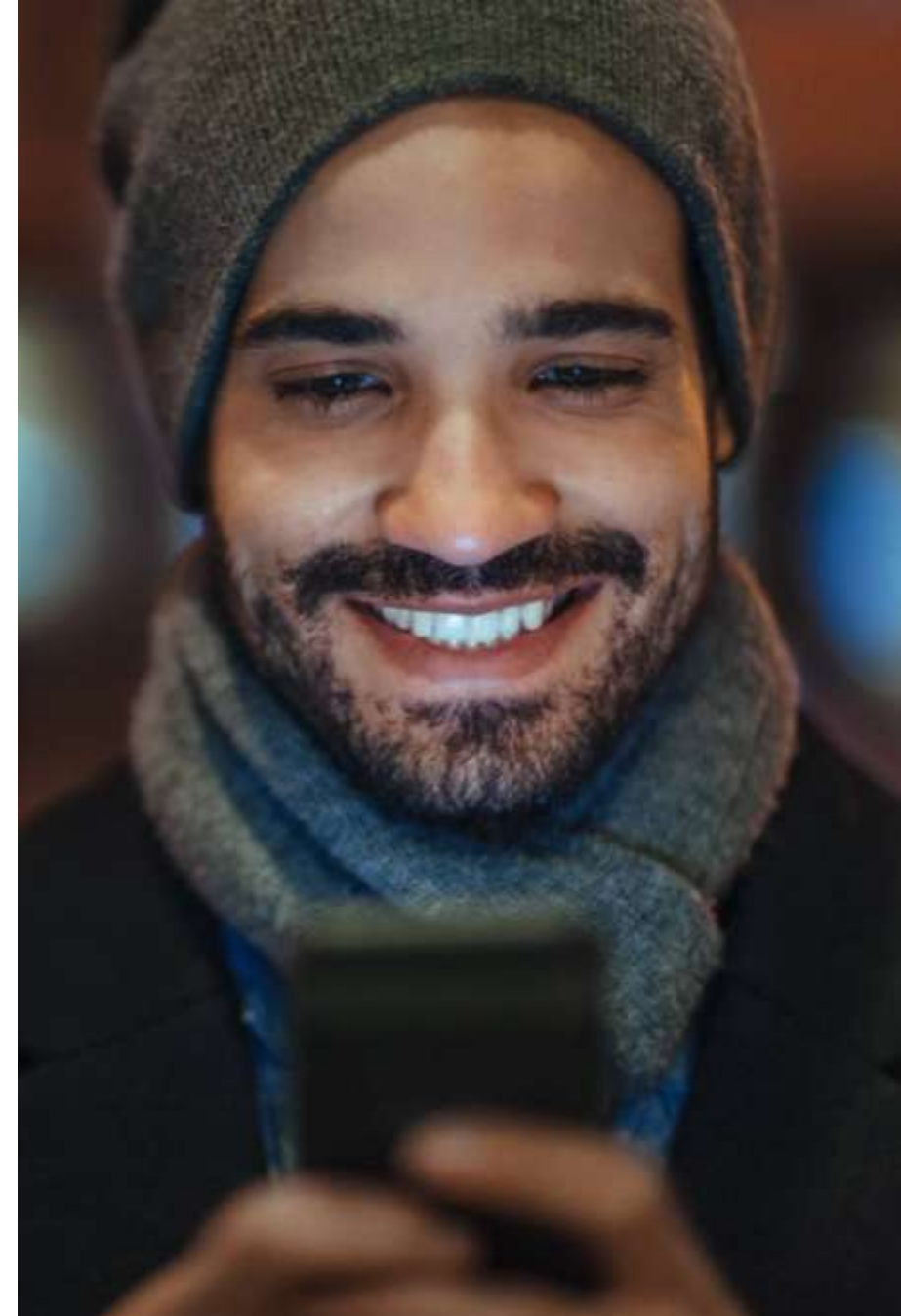
Typical features include time-limited responses (3 min on average) and structured questions

### Tech-supported Interview Analysis

Some providers may scan for verbal and non-verbal cues to identify whether or not applicants are leveraging external support including via AI

### Technical Support across Devices

Applicants might be able to complete interviews on a laptop, regular computer, tablet and even mobile phones



## Technical Preparation



Stable internet  
connection



Microphone  
and  
headphones



Proper lighting  
(front-facing is best)



Clean and  
professional  
background

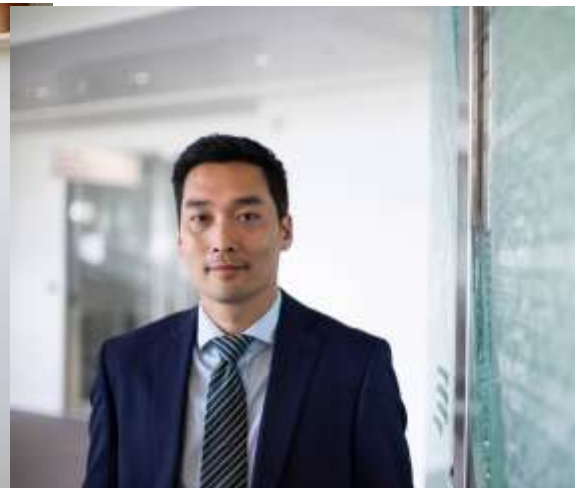
## Professional Presentation



Most importantly,  
BE YOURSELF



Dress as if  
attending an in-  
person interview



Neutral colours are  
always a safe bet



Avoid distracting  
colours, patterns or  
logos

**Competency-  
based  
interviewing:  
the concept**





**PAST** behavior is the best predictor of  
**FUTURE** behavior



## Types of Potential Questions

### Biographical

Tell us how does your professional experiences align with the role advertised?

### Motivational

What's interesting to you about this position? And why our organization?

### Critical Incident

Can you elaborate on your one-year sabbatical? How was the experience?

### Technical

Based on your experiences, what's the most complex project you have led? How did you approach X, Y and Z?

### Competency/ Behaviourally Based

Tell us about a time when you had to manage a difficult stakeholder? What did you do?

# Competency- based interviewing:

## how to prepare



## Preparation Steps

Analyse the Job Description with a focus on Organizational Context and Duties & Responsibilities

Identify potential competencies and associated behaviours

Create potential questions

Think of relevant and genuine examples given the complexity and level of the position



## Project Administrator (P2)

Under the supervision of the Division Chief, and working with the project team, administers elements of technical cooperation programme or specific project/s of limited complexity and execution of technical cooperation programmes and activities. The incumbent shall carry out following main duties.

- **Select, organize and summarize** background information to describe the overall context and background relevant to a project or a sector of technical cooperation activities in a country, **assess** the local context for the planning and administration of individual technical cooperation projects;
- **Analyze and interpret** project background history and documentation; identify, reconstruct and document significant project events, decisions and deviations;
- **Draft** sections of project documents such as project background and justification;
- **Inform** experts, consultants and other project participants about logistical arrangements and internal procedures for monitoring and reporting in terms of the immediate objectives of specific projects;
- **Monitor** specific aspects of project execution, **identify** problems and **propose** that actions be taken to expedite delivery of inputs;
- **Draft** comments on designated aspects of project progress as an input to programme monitoring;
- **Draft** project revisions, including **adjusting** individual project budgets, based on changed work plans.



## Project Administrator (P2): responsibilities

Duties and Responsibilities	Potential Questions
<p><b>Monitor</b> specific aspects of project execution, <b>identify</b> problems and <b>propose</b> that actions be taken to expedite delivery of inputs</p>	<p>What's your experience with monitoring multiple aspects of project execution?</p> <p>How did you identify problems?</p> <p>What types of actions did you propose to expedite delivery of inputs?</p>



## Project Administrator (P2): requirements

Please note that meeting the minimum requirements is a **necessary but not sufficient** condition to advance in the process.

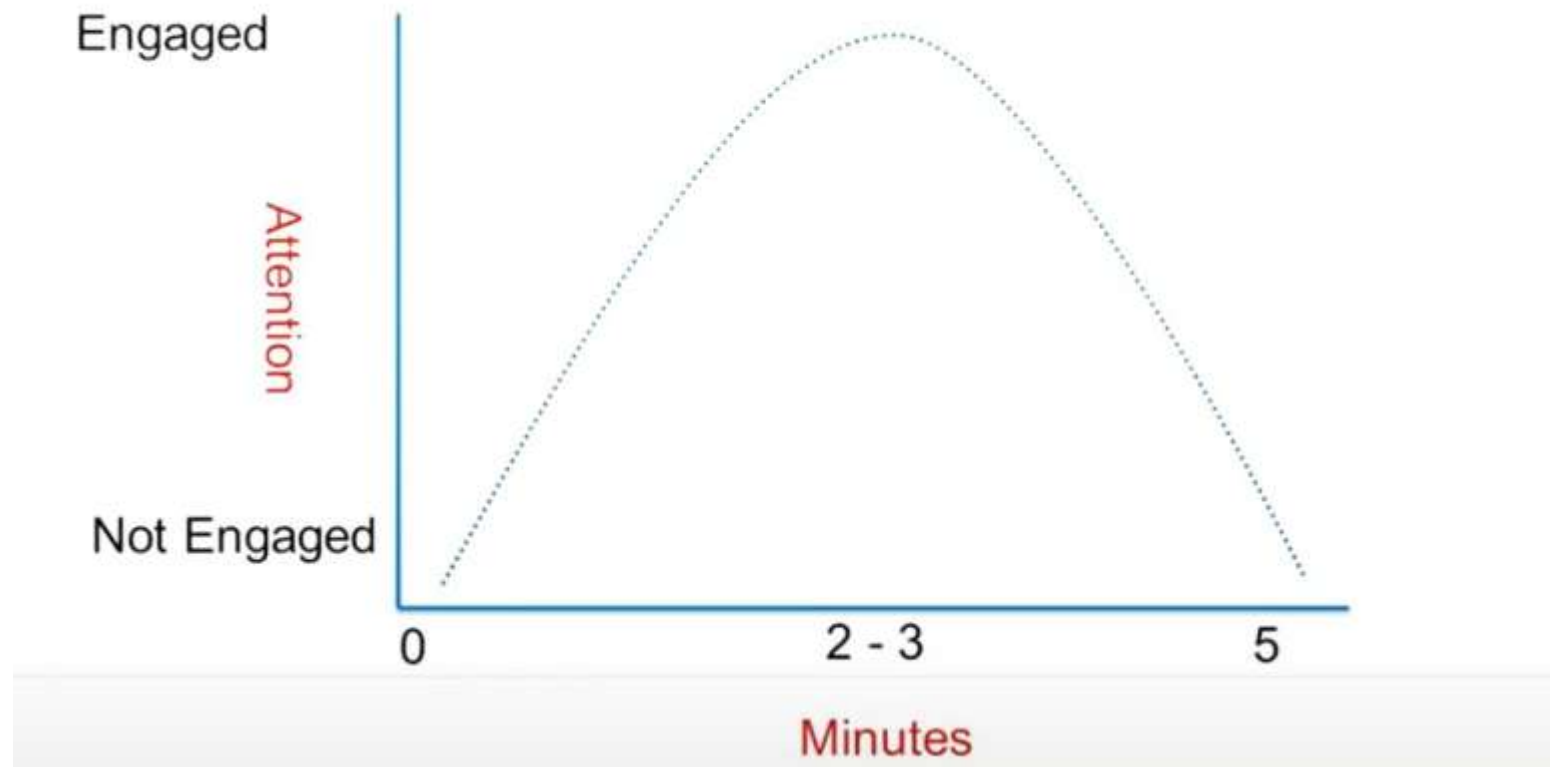
What the organization needs	What you bring
A minimum of three years of professional experience, including some at the international level, involving technical cooperation in developing countries.	Please briefly describe your overall international experience in technical cooperation in developing countries? How does it align with the position advertised?
Proven experience of the technical cooperation project cycle.	Tell us about a project which you supported, coordinated and managed? What were your contributions across the project cycle?
Demonstrated knowledge and practical experience in *** ideally in developing country contexts.	Walk us through a time when you applied your knowledge of ..... within a ..... context. What was your role and specific actions?

# Competency- based interviewing:

## how to structure your answers



# Optimize Interviewer's Attention



# Potential Questions



## Fit

Tell us about yourself. What makes you a good fit for this position?



## Technical Skills

Tell us about your experience with (technical areas X, Y and Z)



## Competencies

Please describe a time when you (competency areas X, Y and Z)



## Values and Behaviours

Based on the scenario provided and your previous experiences, please indicate your approach to X, Y and Z

## Tell us about yourself



Choose **3 key messages**



Start with the **present**



Emphasize relevant **past experiences**, skills gained and qualifications obtained



End with the **future**  
- why you are excited about the opportunity  
- summarize why you are a good fit for the position

Approximately 3 min

## Why do you consider yourself a strong candidate?



### INTRO

Here are the top three reasons why I think I am a good candidate...



### THREE POINTS

- Experience (X years working in Z role)
- Skills gained (interpersonal, planning, organizing...)
- Traits (resilience, calm under pressure)



### SUMMARIZE

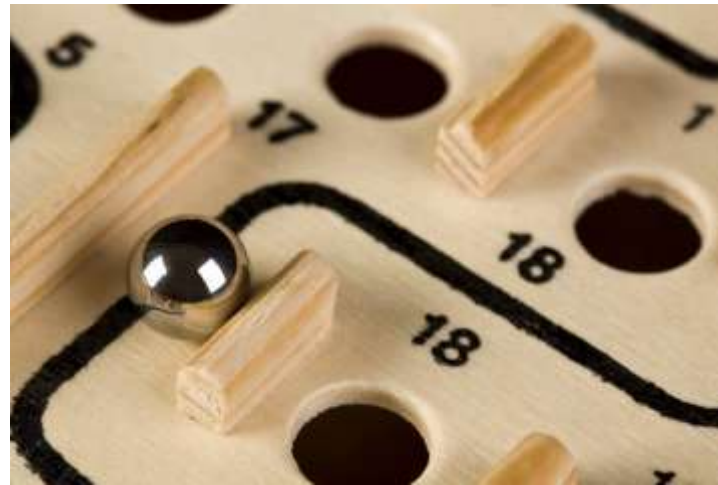
- I believe my experience, skills in X, Y and Z as well as 1, 2 and 3 make me a good candidate for this position

Approximately 3-5 min

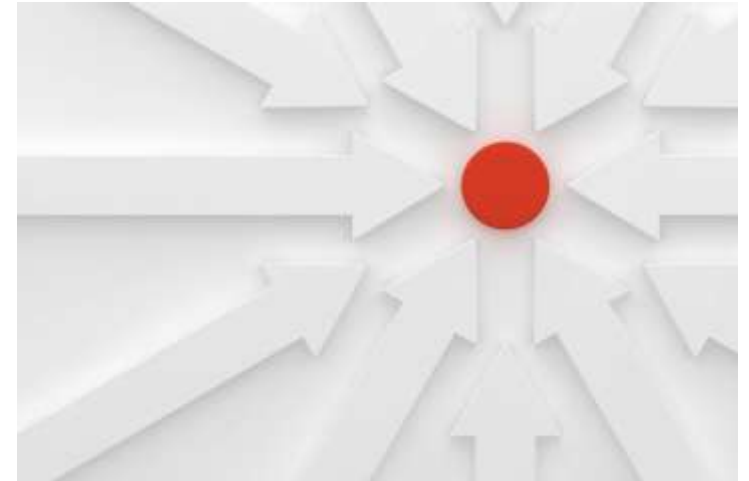
## Answering Technical Questions



Technical questions require technical answers






Information must be structured in a way to give a response that is evidence to the breadth and depth of your technical knowledge



Prioritize what is most important and focus on your past professional experiences and transferable skills

Approximately 3-5 min

# answer questions on competencies and behaviours?

		
SMART	STAR	CAR
S = Situation	S = Situation	C = Context
M = Mission	T = Task	A = Action
A = Action	A = Action	R = Result
R = Result	R = Result	
T = "Teach-ability"		

# Use SMART

- Situation – what was the specific event or task?
- Mission – What was the mission/objective/goal you wanted to accomplish?
- Action – What did you actually do?
- Results – What was the final result/outcome?
- “Teach-ability”- what are the lessons learned? What would you have done differently?



# What's important to remember?

- Consider each Duty and Responsibility
- Identify relevant competencies and behaviours
- Create open-ended questions on the competencies/behaviours with a focus on that specific duty and responsibilities
- Focus on your own contributions by emphasizing the What, How, Why, For Whom and To Whom you are contributing

**Provide  
real-life  
examples  
focused on  
your impact**



**Use “I”  
statements  
while  
emphasizing  
your  
contributions  
to the team**














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# Q&A



# Inter- Agency Career Week 2026 Agenda

04 - 08 May

	Monday, 04 May	Tuesday, 05 May	Wednesday, 06 May	Thursday, 07 May	Friday, 08 May
03:00-04:00 (New York) 09:00-10:00 (Europe) 10:00-11:00 (Nairobi) 14:00-15:00 (Bangkok)	Pres (E) - From the UN to the Private Sector: Skills that enable Career Transition	Pres (E) Thriving in Uncertainty	Pres (E) - Career Trend Coaching: Preparing for What's Next	Pres (E) - Habits under Pressure: working more intentionally	Pres (E) Behavioural Science for Career Development: Evidence-Based Steps for Action
04:30-05:30 (New York) 10:30-11:30 (Europe) 11:30-12:30 (Nairobi) 15:30-16:30 (Bangkok)	PD (E) - Inside the Recruiter's Mind: How Hiring Really Works in the UN and Beyond	Pres (E) - From Sat Nav to Compass: Navigating Your Career in a Changing UN System	Pres (E) - Upskilling for the Future: How to Stay Marketable Inside and Beyond the UN	Pres (E) - Becoming a UN Volunteer: What is in it for you? The Hidden Benefits of Volunteering.	PD (E) - Beyond the UN Blue: Navigating Your Career Transition to Other IGOs
06:00-07:00 (New York) 12:00-13:00 (Europe) 13:00-14:00 (Nairobi) 17:00-18:00 (Bangkok)	PD (E) - Talent on the Move: Growing your career through mobility	Clinic (F) - Recherche d'emploi optimisée par l'IA : éthique, sécurisée et tournée vers l'avenir	Clinic (E) - AI for Your Career: Practical Tools and Prompts for Career Management	Pres (E) - Leading from Within	Pres (F) - Réussir les entretiens basés sur les compétences : un guide avec des conseils pratiques pour se préparer
07:30-08:30 (New York) 13:30-14:30 (Europe) 14:30-15:30 (Nairobi) 18:30-19:30 (Bangkok)	Clinic (E) - Mapping Your Motivators for Career Choices	Pres (E) - Mapping Professional Achievements to Job Application and Interview	Pres (E) - Breaking Down Job Descriptions	Pres (E) - What remains when everything changes: A Counselling Framework for global nomad staff facing adversity and transition	Pres (E) - The skills shift: What skills-based hiring and AI agents might mean for a UN career
09:00-10:00 (New York) 15:00-16:00 (Europe) 16:00-17:00 (Nairobi) 20:00-21:00 (Bangkok)	Pres (E) - Your Career, Your Conversation	Pres (E) - Strengthening Your Adaptability Muscles - AQ: The Adaptability Quotient	Pres (E) - Managing Your Saboteurs: Removing Barriers to Your Career Growth	Pres (E) - Use Your Strengths to Boost Your Career	Pres (E) - Activating Inner Resources in Uncertain Times
10:30-11:30 (New York) 16:30-17:30 (Europe) 17:30-18:30 (Nairobi) 21:30-22:30 (Bangkok)	Pres (E) - A Mind-Blowing Tour of AI Tools to Accelerate Your Career	Pres (E) - From Sat Nav to Compass: Navigating Your Career in a Changing UN System	Pres (S) - Construye tu Asistente de Carrera con IA.	Pres (E) - Building a winning profile from application to interview	Pres (E) - Mentoring 2.0: From Top-Down to All-Around
13:00-14:00 (New York) 19:00-20:00 (Europe) 20:00-21:00 (Nairobi) 00:00-01:00 <sup>1</sup> (Bangkok)	Pres (F) - Opportunités de carrière aux Nations Unies pour les jeunes professionnels et conseils pour réussir sa candidature.	PD (E) - Thriving Globally - The human side of relocation	Pres (E) - Career Development: How you can turn a Psychosocial Hazard into a Thriving Strategy	Pres (E) - Youth Engagement: Put in Practice! (Young Talents in the UN System)	Pres (E) - Working for Justice
14:30-15:30 (New York) 20:30-21:30 (Europe) 21:30-22:30 (Nairobi) 01:30 <sup>1</sup> -02:30 <sup>1</sup> (Bangkok)	Pres (E) - Navigating Competency-Based Interviews: A Practical Preparation Guide	Pres (S) - Entrevistas basadas en competencias: guía práctica de preparación	Clinic (S) - Desarrollo de habilidades y redes profesionales a través de la mentoría		

