United Nations Secretariat: Application Process and Useful Resources

United Nations Office at Geneva, Human Resources Management Service
The United Nations

- Humanitarian Affairs
- Human Rights
- Development
- Peace and Security
What are we looking for?

- Diversity
- Humanity
- Integrity
- Inclusion
- Efficiency
- Competency
- Humility
- Resilient
- Vision
- Political affairs
- Proactive
- Flexible
- Result-oriented
- Data driven
- Multicultural
- Partnership
- Public administration
- Diplomacy
- Technological awareness
- Legal affairs
- Logistics
- Purpose driven
- Procurement
- Innovation
- Security
- Medical
- Engineering
- Dinamic
What you should know before applying

- Job openings for three months or longer are advertised on [https://careers.un.org/](https://careers.un.org/).
- Find a mission/job field that matches your passion.
- Recruitment processes are conducted on a competitive basis and open to external and internal applicants.
- The UN environment is international, mobile and multi-cultural.
Career options

**Long-term Opportunities**
- Regular Job Openings (UN Careers)
- Young Professionals Programme (P1-2 level)
- Junior Professional Officers (P2 level)
- United Nations Volunteers
- Language Competitive Examination (P2-P3 level)

**Short-term Opportunities**
- Temporary Job Openings
- Consultants & individual contractors
- Internship Programme
  - Full-time / Unpaid / 2-6 months max
# Professional and Higher Categories

<table>
<thead>
<tr>
<th>Level</th>
<th>Years of experience</th>
<th>Master’s or higher degree</th>
<th>University degree (bachelor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>D2</td>
<td>Over 15</td>
<td></td>
<td>Over 17</td>
</tr>
<tr>
<td>D1</td>
<td>15</td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>P5</td>
<td>10</td>
<td></td>
<td>12</td>
</tr>
<tr>
<td>P4</td>
<td>7</td>
<td></td>
<td>9</td>
</tr>
<tr>
<td>P3</td>
<td>5</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>P2</td>
<td>2</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>P1</td>
<td>0</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>
Ready to apply?

Inspira is the recruitment platform of the United Nations Secretariat, where applications are submitted. https://inspira.un.org

Job Opening

Posting Title: Programme Budget Officer, P4
Job Code Title: PROGRAMME BUDGET OFFICER
Department/Office: Department of Management Strategy, Policy and Compliance Office of Programme Planning, Finance and Budget
Duty Station: NEW YORK
Posting Period: 06 March 2019 - 19 April 2019
Job Opening Number: 19-Finance-DMSPC OPPPE-112529-R-New York [G]
Staffing Exercise: N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting
The position is located in the Programme Planning and Budget Division (PPBD) of the Office of Programmes, Planning, Finance and Budget (OPPPB) in the Department of Management Strategy, Policy and Compliance (DMSPC). The Programme Budget Officer reports to the Chief of Service/Unit and to the Director of the Programme Planning and Budget Division.
Submitting an application through inspira

✓ **Target** each job application - Give adequate time to prepare a high-quality application and keep templates of applications of various job types ready.

✓ In the work experience section, only include information relevant to the position and make the most out of your experience.

✓ In the education section, make sure you select the correct level of degree (HS diploma for GS positions and first level or advanced level degree for Professional and higher posts).

✓ In the language section, make sure you include your mother tongue. *Fluent* = fluent in all four levels (reading, speaking, understanding, and writing) *Knowledge* = confident or fluent in at least two areas.

✓ Provide references that know you well and that are reliable.

✓ Pay attention to application deadlines.
# Tips for Applying to UN Jobs

<table>
<thead>
<tr>
<th>What?</th>
<th>Description</th>
<th>Get Ready</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work experience</td>
<td>Open ended descriptions of duties and achievements</td>
<td>2-3 hours to draft your work</td>
</tr>
<tr>
<td></td>
<td>Maximum no. of characters: 1000 (English) / 1200 (French)</td>
<td>experience entries</td>
</tr>
<tr>
<td>Job Requirements questions</td>
<td>Answers need to be <strong>specific to the Job Opening</strong></td>
<td>30-60 minutes to prepare the</td>
</tr>
<tr>
<td></td>
<td>For some Job Openings, <strong>there may be additional specific questions</strong> related to training, licenses, certifications, and/or publications</td>
<td>answers to the Job Requirements questions when applying</td>
</tr>
<tr>
<td>References</td>
<td>Applicants can list peers, mentors, and supervisees as references</td>
<td>Add 3-5 references</td>
</tr>
<tr>
<td>Motivational Statement</td>
<td>Personal and professional motivation for applying to the position</td>
<td>30-60 minutes to prepare a</td>
</tr>
<tr>
<td>(Cover Letter)</td>
<td>Maximum no. of characters: 2000 (English) / 2400 (French)</td>
<td>motivational statement</td>
</tr>
</tbody>
</table>
How to answer Job Requirements questions

**BAD RESPONSE**

Yes, I have 9 years of experience in human resources management. See my candidate profile for details.

**GOOD RESPONSE**


During the above period, I performed a wide range of human resources management functions, including managing, coordinating, and implementing large recruiting (over 50) at the national and international level. Managed large and complex rostering exercises from job posting, to assessments to conducting interviews and reporting on results. Experienced in implementing performance appraisal system and advice on its compliance with policies, rules and regulations. In my current job with WeRecruit, I provide advice to senior managers and staff on the interpretation and application of human resources policies.
What to include in a Motivation Statement

<table>
<thead>
<tr>
<th>Cover Letter</th>
<th>Motivation Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directions: Describe how your experience, qualifications and competencies match the position for which you are applying</td>
<td>Directions: Please explain what motivates you to apply for this position. You may also use this space to tell us anything else that is not already in your application that makes you a good fit for this position.</td>
</tr>
<tr>
<td>Summary of educational background</td>
<td>Direct explanation of why you applied for this job, in this location, at this moment</td>
</tr>
<tr>
<td>Summary of employment history</td>
<td>How your competencies, values, and behaviors are in keeping with the mandate of the UN and the mandate of the particular UN entity you are applying to</td>
</tr>
<tr>
<td>Explanation of why your knowledge, skills, and abilities make you a good fit candidate for the job</td>
<td>Any information not included in your application that demonstrates why you are a good fit for the position</td>
</tr>
<tr>
<td>Motivation for seeking the position</td>
<td>Elements of personal character and experience that would support your success and resilience in this position</td>
</tr>
<tr>
<td>Summary of relevant communications skills and abilities (e.g., languages)</td>
<td>An explanation of how this job fits into your career progression, including (if relevant), why you are shifting to a new area of work and/or new location.</td>
</tr>
<tr>
<td>Timeline of availability/administrative factors</td>
<td>Timeline of availability/administrative factors</td>
</tr>
</tbody>
</table>
Structure of the Motivational Statement

✓ **Introduction**: statement of interest/motivation to apply
✓ **Summary of behaviours, values, skills**: add éléments of your personal character that are NOT included in the candidate profile.
✓ **Career path/ other info**: explain how the position fits into your career progression and/or provide any other useful information.
✓ **Conclusion**: thank the reader for their consideration.
Be proactive, take care of your career

Mindset shift
Online
Interactive 1h webinars
New Partnerships

- International Atomic Energy Agency (IAEA)
- United Nations Volunteers (UNV)
- Office of Human Resources, DMSPC
- United Nations Development Programme (coming up)
CAREER TIPS THURSDAY

COURSE OBJECTIVES

Every last Thursday of the month, join us at the Career Tips Thursday. Two experts from CLM and the Human Resources recruitment team at UN Geneva will deliver an interactive 1-hour session on different career-related topics, designed to provide tips, guidance and insights for your career and professional development.

This series of 1-hour webinars will cover topics on:

- Understanding a Job Opening
- Hunting for jobs efficiently
- Writing effective applications
- Answering questions in interviews
- Recognizing your skills, competencies and strengths
- Using your network for career development
- And other topics related to career development

https://learning.unog.ch/career-tips-thursday
Some numbers...

Over **4600** participants in live sessions

**6126** views

**2464** video downloads

*Numbers refer to the March 2021-Feb 2023 period.*
INDIVIDUAL VIEWS
Mar 2021 to Feb 2023

<table>
<thead>
<tr>
<th>Topic</th>
<th>Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answering CBI questions</td>
<td>2115</td>
</tr>
<tr>
<td>How to deal with difficult questions in interviews</td>
<td>981</td>
</tr>
<tr>
<td>Understanding a Job Opening</td>
<td>580</td>
</tr>
</tbody>
</table>
Topics for 2023

- Manage your career according to your strengths
- Dealing with your saboteurs
- Developing emotional intelligence
- Managing your reputation
- Creating your personal brand
- Session for GS staff: Getting into the International Professional Category - Moving to a different Agency
- UN Values and Behaviours Framework