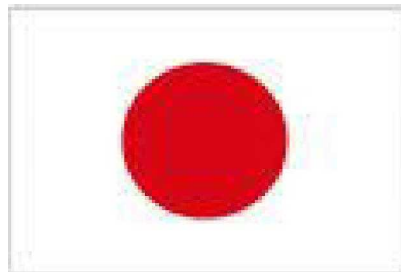




Serving the World



United Nations Inter-agency Outreach Mission Japan

20-22 October 2014



Be part of the United Nations

Does **making a difference** in the world motivate you?

Are you **driven** to be a part of a bigger purpose in the service of humanity?

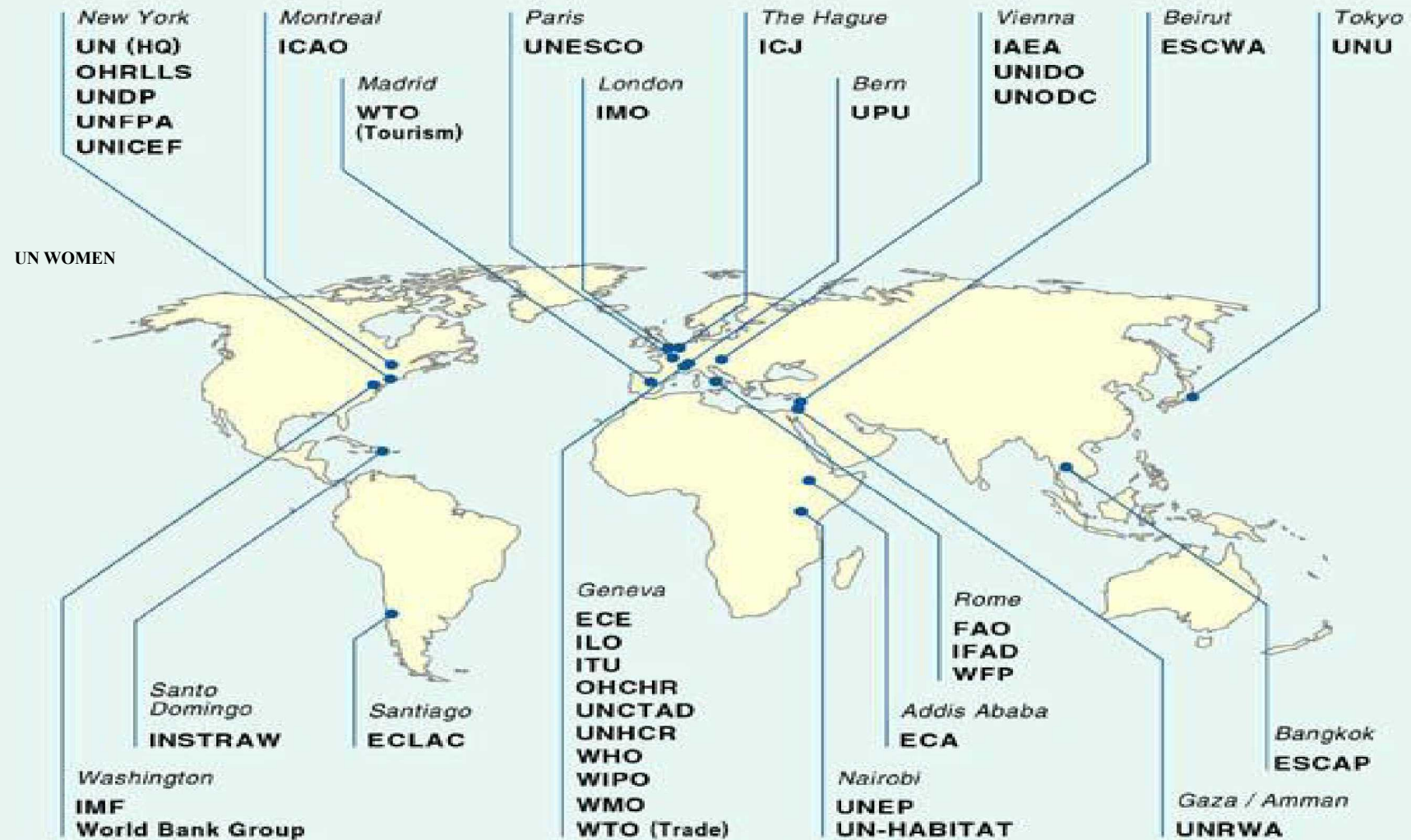
Are you the type of person who will **travel to** and **work anywhere** at a moment's notice?

Do you thrive in an environment that:

- o **is truly international and multi-cultural?**
- o **respects and promotes diversity?**
- o **functions at its best through team efforts?**



PRINCIPAL OFFICES OF THE UNITED NATIONS



Map No. 4217(E) UNITED NATIONS
April 2004

Department of Peacekeeping Operations
Cartographic Section



Who we are

Welcome to the United Nations
of the 21st century:
a UN that is **visionary**,
proactive and working
to implement the will of the
international community.



Who we are

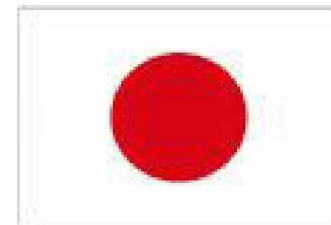
- We are international civil servants.
- Established in 1945
- Our work
 - touches lives in every corner of the globe
 - is complex and multifaceted
 - extends directly and indirectly to our 193 Member States.
- In the last decade, the United Nations has increased its field-based operations
- Over 50 per cent of our over 41,000 staff work in field locations all over the world
- Approx. 100,000 personnel in peacekeeping and political missions



Japan and the United Nations

Secretariat: in numbers

(30 June 2014)



- **Regular Budget: 10.833%**
(2nd largest contributor)
- **Peacekeeping Support Account: 10.83%** (2nd largest contributor)
- **Staff: 255** (203 in the Professional and higher categories)
- **Uniformed personnel: 271**
- **Desirable Range: 186-252**
- **Staff with geographic status: 83** (out of 203)
- **Japan is underrepresented**



What are the career options?

Nora
KHALAF

Administrative Assistant,
Management and Operations
Support Network

Duty Station: Beirut, Lebanon



The **strength**
of the UN system
lies in the **diversity**
of its staff.



Starting Points

- Internationally-Recruited
 - o Individual /Generic Vacancies
 - o Language Competitive Examination
 - o Young Professional Programme (YPP) Recruitment Examination
 - o Associate Expert Programme /Junior Professional Officer (JPO)
- Locally-Recruited
 - o National Professional Officer
 - o GeneralService
- Temporary
 - o Temporary professional and general service staff
 - o Individual/InstitutionalConsultants/Contractors
- Other
 - o InternshipProgramme
 - o United NationsVolunteers (UNV) (www.unv.org)
 - o International UN Volunteers
 - o On-line Volunteers (www.onlinevolunteering.org)
 - o Youth Volunteers



Professional jobs

Minimum experience

- Usual experience requirements in addition to a degree:
 - o P-2 = No experience required: YPP or Language recruitment examination
 - or** without examination: 2 years
 - o P-3 = 5 years
 - o P-4 = 7 years
 - o P-5 = 10years
 - o D-1/D-2 = 15 years
 - o Add 2 years if only have Bachelor's degree



What can you do at the United Nations?

Job networks allow you to
develop new skills and
gain exposure
to the different parts of
the United Nations.



Christian
MAHR

Legal Officer,
Legal Network

*Duty Station: New York,
United States of America*



Profiles UN Secretariat is 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



Young Professionals

Hao
CHENG

Associate Producer, UN Radio
Public Information and
External Relations Network

Location: New York, United States



The Young Professionals
Programme is a
platform for **launching a**
career as an international
civil servant.



Young Professional Programme (YPP)

Recruitment Examination

- Entry level (P-2): filled through competitive examinations
- Held annually based on a country's representation among staff
- YPP applicants must be:
 - o National of participating Member State
 - o No more than 32 years old as of 31 December of exam year
 - o Hold at least a first-level university degree relevant to an occupational group offered
 - o Proficient in either English or French
- For more information : **<http://careers.un.org>**



Where we are

Maria-Cristina
DREIER-DÍAZ

Reference Assistant,
Conference Management Network

Duty Station: Geneva, Switzerland



You may not only
change
functions, departments
or **geographic locations**,
but even fields of work.





Geneva
UNOG, UNCTAD,
OHCHR,
ECE, OCHA



Nairobi
UNON, UNEP,
UN-Habitat



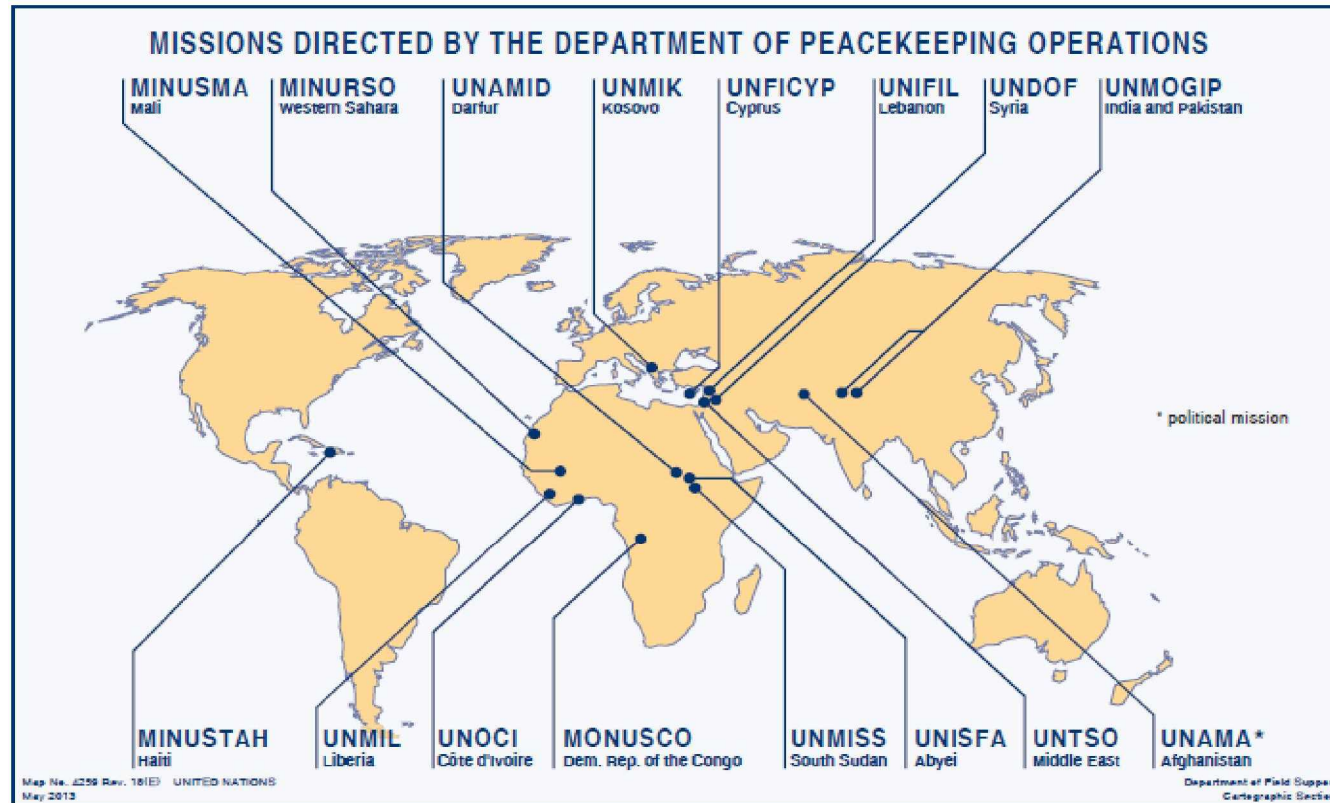
New York
UN Headquarters



Vienna
UNOV, UNODC



The Hague
ICTY



Addis Ababa
ECA



Bangkok
ESCAP



Beirut
ESCWA



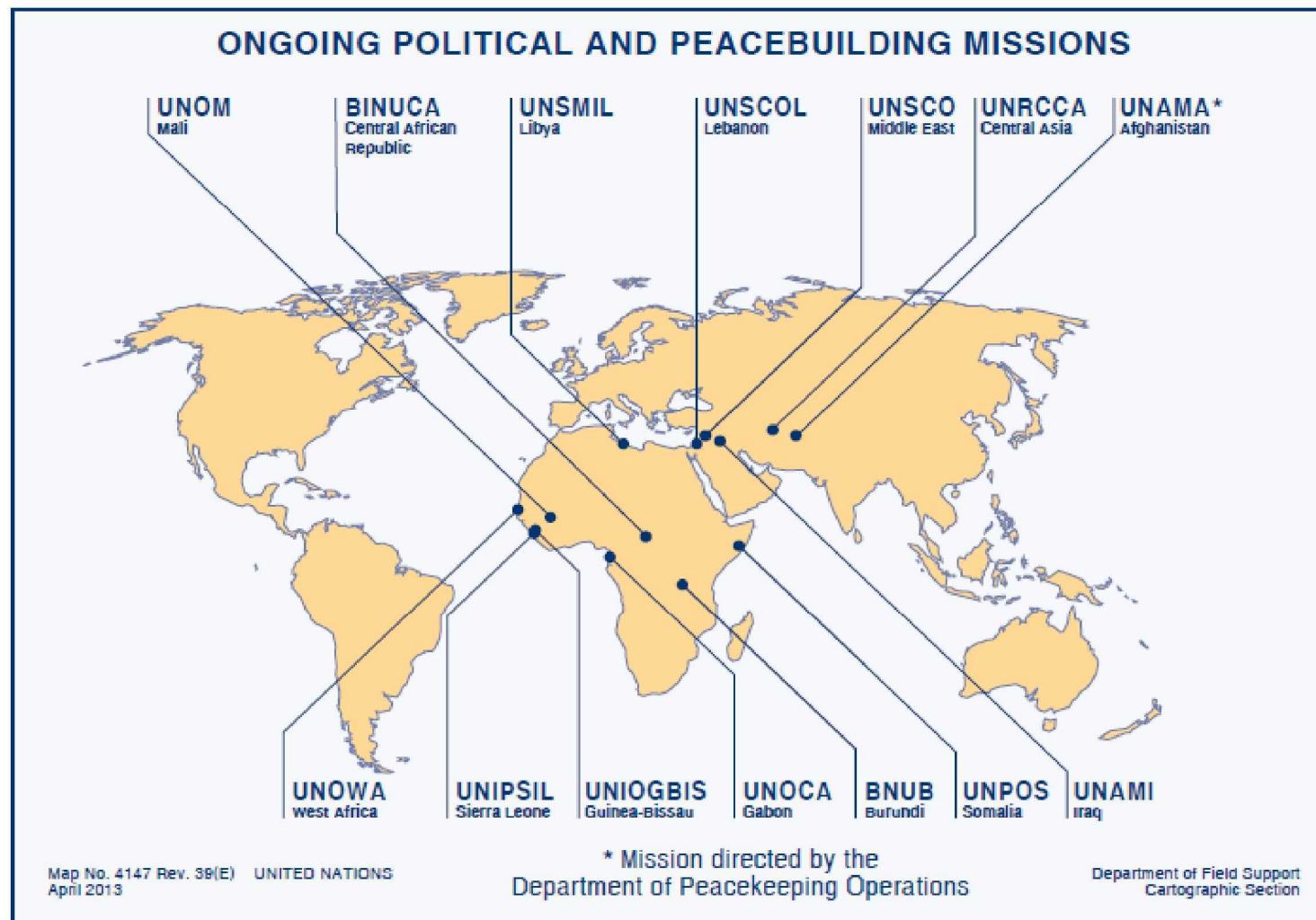
Santiago
ECLAC



Arusha
ICTR



Special Political and Peacebuilding Missions



Associate Expert programme (Junior Professional Officer)

As an Associate Expert
you will provide **assistance**
to **developing** countries
through regional projects.



Boris
LISSASSI

Internship Coordinator,
Economic and Social
Development Network

*Duty Station: New York,
United States of America*



Associate Expert/Junior Professional Officer (JPO) programme

- Offers graduates opportunity to acquire professional experience
- Bilateral agreements between the UN and donor countries
- Duration: 2 years
- For more information contact your Ministry of Foreign Affairs
- <http://esa.un.org/techcoop/associateexperts>
- <http://careers.un.org> -> Associate expert programme



Pay and benefits

Mary Lee
KORTES

Editorial Assistant,
Conference Management
Network

*Duty Station: New York,
United States of America*



Working for the United Nations
is not just a job.
It's a calling in life
to serve an
honourable mission.



Pay and Benefits

- Competitive Salaries
- Annual & Sick Leave
- Home Leave
- Maternity & Paternity Leave
- Education Grant & Travel
- Rental Subsidy
- Defined-benefits Pension at age 65
- Health Insurance
- Installation & Shipment & Repatriation
- Pay for Additional Official Language
- Mobility and Hardship Pay
- Rest and Recuperation
- Mentoring Programme for New Staff
- Development & Learning opportunities



Internshipprogramme

You get a chance
to experience **first hand**
what working at
the United Nations is really like.



Internship programme

- Offers opportunity to familiarize yourself with the United Nations
- Unpaid and full-time
- Requirements:
 - University student or within one year after graduation
 - Duration: minimum 2 months, up to 6 months
- Apply to the duty station of choice
- No. of interns world-wide: over 4000 per biennium
- For more information : **<http://careers.un.org>**



<http://careers.un.org>

UN Careers - Windows Internet Explorer

https://careers.un.org/bw/home.aspx?lang=en-US

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UN Careers

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United Nations careers

The

Opening of the Millennium Development Goals (MDG) Summit, as Secretary-General Ban Ki-moon delivers remarks.
New York, UNITED STATES
UN Photo /Rick Bajema

Peace and Security Human Rights Economic and Social Development

Meet our Global Workforce

Nipha Preedanond
Administrative Assistant
Incheon, REPUBLIC OF KOREA

Denis McAuley
English Translator/
Précis-Writer
New York, UNITED STATES

Vanessa Zamora
Personal Assistant
Amman, JORDAN

Kin-Hui Chang
Supply Officer
New York, UNITED STATES

Done Internet 100%

Application process

- Searching for job openings
- Understand the position and location
- Creating a profile and preparing an application
- Submitting a job application
- Evaluation of the application
- Assessment exercise
- Competency-based interview
- Selection or rostering notification
- Background checks



Personal History Profile (PHP)

- Personal Information
- Education and publications
- Employment history: duties and achievements
- Languages: read, write, speak, understand
- References
- Cover Letter
- Pre-screening questions



Values and Competencies

Core Values	Core Competencies	Managerial Competencies
<ul style="list-style-type: none">o Integrityo Professionalismo Respect for Diversity	<ul style="list-style-type: none">o Communicationo Teamworko Planning and Organizingo Accountabilityo Creativityo Client Orientationo Commitment to Continuous Learningo Technological Awareness	<ul style="list-style-type: none">o Visiono Leadershipo Empowering Otherso Managing Performanceo Building Trusto Judgment and Decision- making



CAR (L) Principle

- **Context:**
 - o You will be expected to give an overview of the situation: what the situation was about, when it was, how you first got involved, what were the key events and the time frame
- **Actions**
 - o You will be expected to cover significant events, specific instances, that were clearly attributable to you rather than the team.
- **Results**
 - o 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**
 - o What learning did you take away from this experience?



Competency-based interviews:

<http://careers.un.org>

Know what to expect during your competency-based interview. Click below:



= Competency-based Interviewing for Applicants

At your interview

The United Nations' greatest asset is the quality of its staff. To ensure that our UN team we use a competency based interview process. Competency based interviews, "behavioral interviews" or "criterion based interviews." Such interviews use past behavior and experience as the best indicator of future performance. Your interview tells a story about you: your talents, skills, abilities, knowledge and variety of situations.

Competency interviewing questions can look like this:

- Tell us about a situation when you went above and beyond your duties.
- Give an example of a time when you used your problem solving skills.
- Tell us about a time where you had a number of demands being placed on you at the same time? How did you handle it?

Useful tips for your interview:



Thank you

Merci

Gracias

ارکشد <http://careers.un.org> 谢谢

Спасибо

www.un.org

