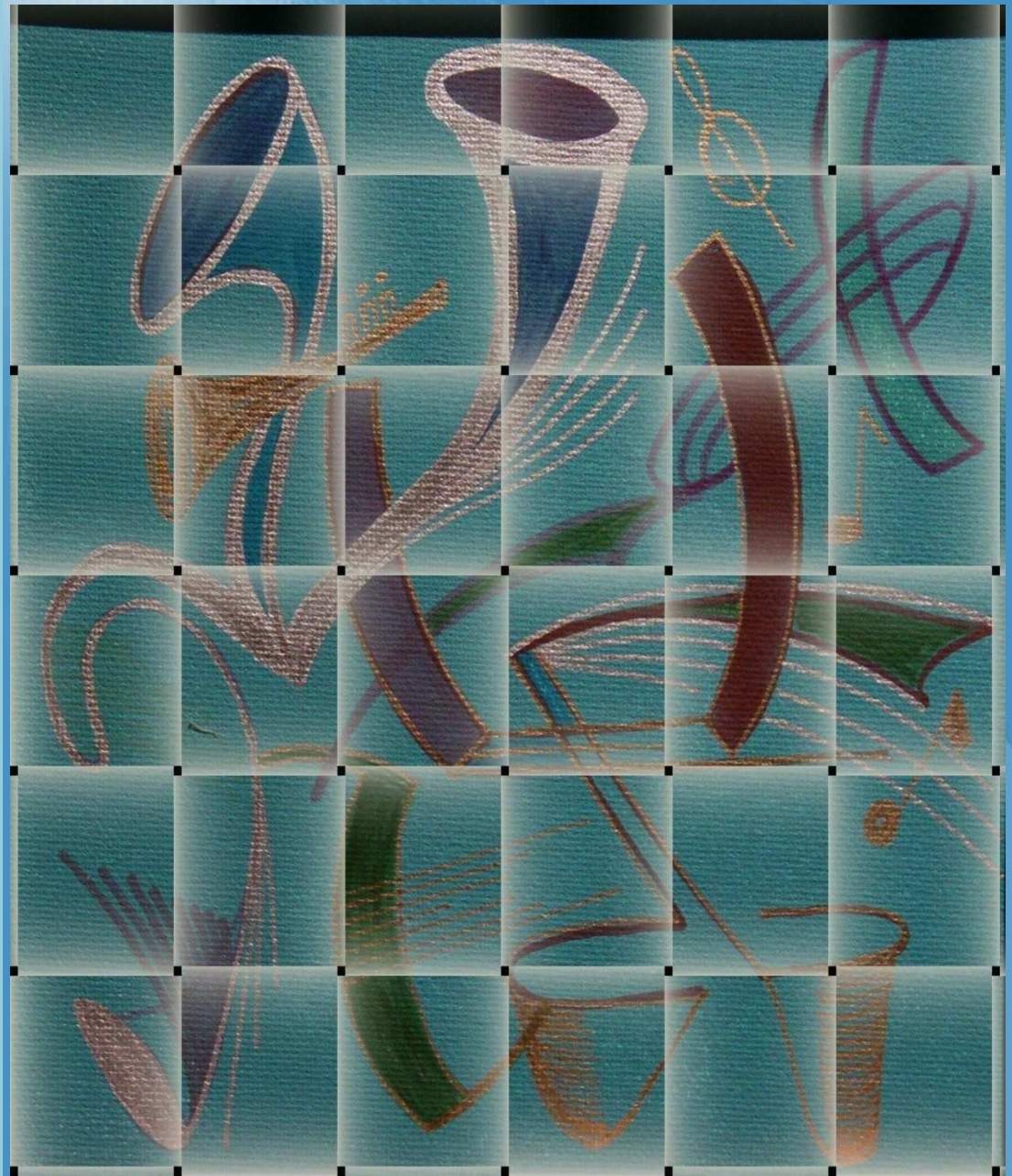
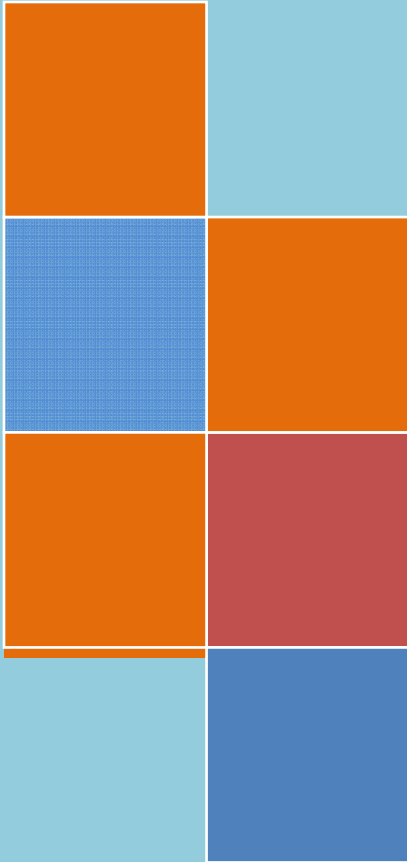


2012

# The Applicant's Manual

Manual for the Applicant  
on the Staff Selection System  
(inspira)



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## Chapter 1: Getting Started

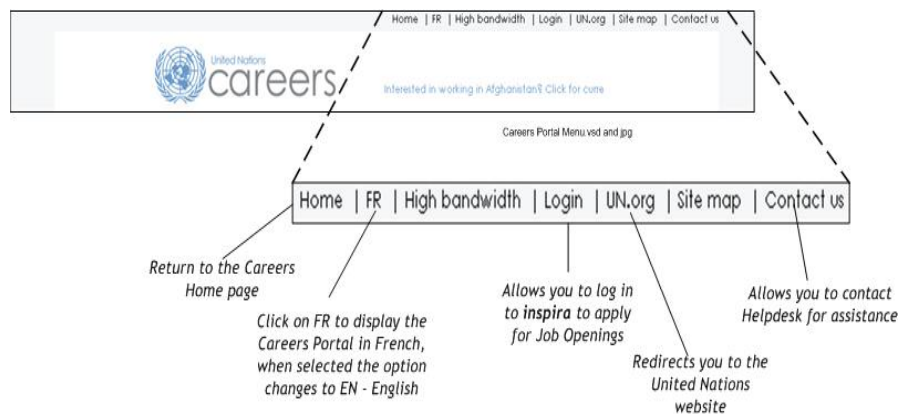
### 1.1 Understanding the Careers Portal and inspira Careers Home Page

#### 1.1.1 The United Nations Careers Portal Home Page

The United Nations Careers Portal home page (herewith referred to as the 'Careers Portal') offers a compendium of published job openings and a variety of useful information on pursuing career opportunities with the United Nations Secretariat. The Careers Portal provides information about what the United Nations does, where it operates and the organizational structure; career paths, career options and the recruitment process, as well as a showcase of United Nations staff members providing an insight to their experience working at the United Nations.

#### Careers Portal Menu Options

The following options are available through the Careers Portal menu:



- Home - returns you to the Careers Portal home page.
- FR - Click on FR to display the contents on the Careers Portal in French, when selected the option changes to EN - English.
- Login - this is used by Non-Staff Members only to register and create a login account.
- UN.org - redirects you to the United Nations website.
- Contact us - allows you to contact the inspira help desk for assistance

## Sections of the Careers Portal

The Careers Portal is comprised of four (4) sections:

### Section 1: Meet our Global Workforce

Provides a showcase of United Nations staff members providing an insight to their experience at the United Nations.

### Section 2: Why, What and How?

Provides information about what the United Nations does, career options, search for job openings.

### Section 3: Search Job Openings

Provides an area where you can enter specific criteria about the position you are seeking.

### Section 4: Stay connected

You can follow the latest news from the United Nations on any one of the following Social Networks:

Facebook: <http://www.facebook.com/UN.Careers>

Twitter: [http://twitter.com/un\\_careers](http://twitter.com/un_careers)

LinkedIn: <http://linkedin.com/in/uncareers>





## 1.1.2 Understanding the inspira Careers Home Page

Once you have logged into *inspira*, the *inspira* Careers Home page appears. The *inspira* Careers Home page (herewith referred to as 'Careers Home') allows you to search for job openings, create job alerts, apply to job openings and track your applications and is comprised of six (6) sections:

**My Career Tools**

Your Profile Status: 100% Complete

Careers Home | Job Search | My Profile | My Saved Searches & Job Alerts

**Careers Home**

My Career Tools

30 Application(s) - draft and/or submitted  
 1 Roster Membership(s)  
 2 Attachment(s)  
 1 Notification(s)

Create Draft Application

**Basic Job Search**

Job Family: [ ]  
 Category: [ ] Level: [ ]  
 Posted: [ ]

Search Advanced Search

Display applications from: All Applications Refresh

Application	Level	Job ID	Status	Withdraw	View/Print PHP*	Creation Date	Application Date
ADMINISTRATIVE AND FINANCE OFFICER	P3	18850	Draft		View/Print PHP*	20/09/2011 4:13PM	
Public Information Officer	P3	18873	Under Consideration	Withdraw	View/Print PHP*	20/09/2011 3:35PM	20/09/2011 3:46PM
No Job			Draft		View/Print PHP*	20/09/2011 11:03AM	
Legal Affairs Officer	P4	18854	Draft		View/Print PHP*	19/09/2011 5:33PM	
No Job			Draft		View/Print PHP*	19/09/2011 4:13PM	

\*This link requires the following option to be enabled in your browser: in Internet Explorer, go to 'Tools' > 'Internet Options', in the 'Security' tab, click on 'Custom Level'. Select 'Enable' for the option 'Downloads' > 'Automatic prompting for file downloads'

**My Attachments**

Description	File Name	Uploaded	View
ePas	ePas2011.docx	07/09/2011 12:01PM	View
Document	inspira_role_request_form.xls	14/09/2011 5:26PM	View

Add Another Attachment

**Notifications**

From	Subject	Received
<input type="checkbox"/> Job Agent	PMP4INNY	14/11/2011 4:45AM

Delete

### Main Menu

The following options are available from the Main Menu:

- *Careers Home* - returns you to the home page.
- *Job Search* - opens the Advanced Job Search page.
- *My Profile* - opens your profile page.
- *My Saved Searches* and *Job Alerts*- displays a list of searches and job alerts you previously saved.

### Search Options

This section allows you to search for a job opening(s) by keyword and posting or perform a more advanced search by entering specific criteria. Refer to *Section 5.1: Search for Job Openings* for more information.

### *My Career Tools*

This section allows you to access your applications, attachments and profile where you can view/update/delete those documents where allowed. Refer to *Section 7.2: Prepare your Application* and *Section 8.3: Submit the Application*, respectively for more information.

#### *Section 4: Create Draft Application*

The Create Draft Application button allows you to create a new draft Application. Refer to *Chapter 7: Completing the Application Form* for more information.

### *My Applications*

The My Applications section displays your draft and submitted applications.

### *Roster Membership*

The Roster Membership section appears when you click on the *Roster Membership* link in the My Career Tools section. It replaces the My Applications section. To return to the My Applications section, click on the *My Applications* link in the Careers Tools section.

### *Notifications*

Notifications sent by the United Nations pertaining to a job opening that you have applied to will be posted in this section. This is in addition to receiving an email from the United Nations to your primary email address. Notifications can be job alerts; a request for additional information, a scheduled interview, etc.

### *Attachments*

You can attach any documents for your reference in this section.

## **1.2 Register and Login to inspira**

If you are just searching to see what job openings are available, you do not have to login or register to perform a job search. However, if you want to create a job alert, complete a draft application or submit a completed application to a position of interest then login or registration is required.

The path you take to login or register depends on whether you are a staff member or non-staff member. Staff members have been provided with a login User ID and password while non-staff members must first register.

### **1.2.1 Staff Members Login**

As a staff member, you are not required to register since you should have been provided with a login user name and temporary password.

The login user ID and temporary passwords that were originally assigned to staff members were as follows:

- User ID: <your index number>

- Password: <year of birth + first four (4) letters of your last name capitalised> (e.g. 1970SMIT)  
(This is a temporary password and must be changed.)

Staff members can log into *inspira* through *iseek* or the *Careers Portal* (careers.un.org).



When a staff member logs in using their index number and password, *inspira* will recognize them as a staff member.



## 1.2.2 Non-Staff Members Registration and Login

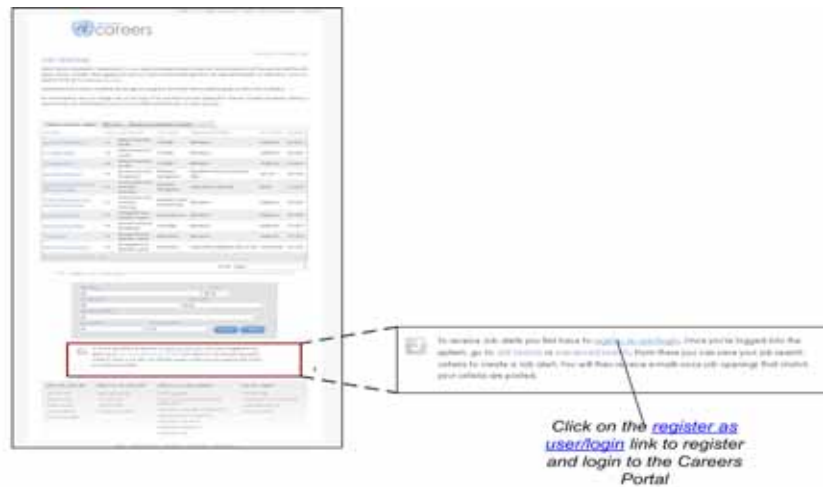
An applicant who is not a staff member needs to register and create a login account in order to apply for a job opening online. A non- staff member can start his/her job search and/or application process through the Internet via the United Nations Careers Portal <http://careers.un.org/>.

### 1.2.2.1 Non-Staff Members Registration

To register and create an account, perform the following steps:

1. From the Careers Portal page, there are two (2) ways to access the Registration page. You can either:
  - a. Click on the [Login](#) link located on the menu. The **inspira Login** page appears, proceed to Step 2,





2. On the inspira Login page, click on the [Register now](#) link. The Registration page appears.

### Notice to Onboard Personnel

United Nations Secretariat staff members with regular appointments, including field staff members, are **not required** to register. Please click on "Return to Previous Page" and log in with the User ID and password that we provided to you. If you need further information on staff members' login please refer to chapter 1.2.1 of the [Instructional Manual for the Applicant](#)

UN Volunteers, associate experts, consultants, individual contractors, military/police personnel and interns must register as external applicants using the form below. Please fill out all fields and observe that the User ID cannot consist of numbers only.

[Return to Previous Page](#)

### External Applicant Registration

Enter Registration Information	
*User ID:	<input type="text"/>
*Password:	<input type="password"/>
*Confirm Password:	<input type="password"/>
*Given Name:	<input type="text"/>
Middle Name:	<input type="text"/>
*Family Name:	<input type="text"/>
Other Name:	<input type="text"/>
*Primary Email:	<input type="text"/>
Alternate Email:	<input type="text"/>
*Date of Birth:	<input type="text"/> <input type="text"/>
<input type="button" value="Register"/> <a href="#">Return to Previous Page</a>	

For technical support, click on [Contact us](#)

3. On the Registration page, all fields are required, complete the following information:

*The registration process has to be completed in a single session; otherwise data entered for an uncompleted registration will be lost. After a successful registration, you must use the same login information when returning to the system.*



*Applicants are required to state their correct name, date of birth and other personal data and to certify that the information provided is true, complete and correct to the best of their knowledge and belief. Accordingly, an applicant must ensure the correctness of the information provided and cannot claim a right of rectification of his/her recorded representation of facts that are within his/her responsibility and competence to establish and there is no legal obligation on the part of the United Nations to change the official record in respect of a fact originally submitted by an applicant who may potentially become a staff member for the purpose of his/her United Nations record.*

---

*The information that appears on the Careers Home page is unique to the user and cannot be seen by other users, such as Notifications, Applications, Saved Job Searches.*



*Login Help is available in case you have forgotten your User ID or Password. Refer to Section 1.3: Forgot your User ID or Password? for more information.*

- a. **UserID** - enter a user name that is unique but easy to remember.

There is no prescribed format, however, remember that your User Name is a unique name that you will use to login to access inspira. You can use any combination of characters up to 70 characters. Some examples are, your full e-mail address (e.g. johnsmith@xxx.com), variations of your name i(e.g. jsmith, johnsmith, or john smith)

- b. **Password** - enter a unique password. The rules to create a new password are as follows:
- Must be a minimum of six (6) characters up to 32 characters in length;
  - May consist of letters (a-z, A-Z), numbers (0-9), or a combination of both.



*Remember that passwords are case sensitive.*

- c. **Confirm Password** - re-enter the password.



*The information entered during the registration process will be copied into your profile and application. Make sure you enter your legal first and last names as they appear in your passport or birth certificate, since stating an incorrect name may have legal consequences at a later stage in the application process.*

- d. **Given Name** - enter your given name as shown on your passport or, ONLY if not available, on your identity card or birth certificate.
- e. **Family Name** - enter your family name (generation suffix) as shown on your passport or, ONLY if not available, on your identity card or birth certificate.
- f. **Primary Email** - enter your primary e-mail address. This address will be used by the United Nations for communications regarding your application.

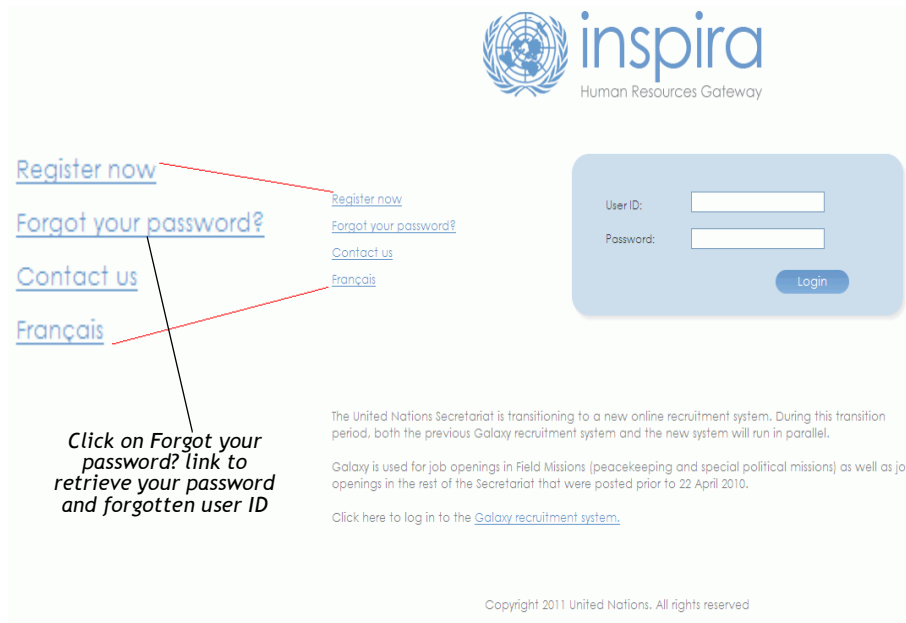


Alternatively, from the Careers Home page, you can:

- View the latest Job Openings;
- Perform specific Job Searches and save them as Job Alerts;
- Apply to a Job Opening;
- Create/Update your Application; and
- Manage your job search.

## 1.3 Forgot your User ID or Password?

If you have forgotten your User ID or Password, they can be retrieved by clicking on the Forgot your password? link on the **inspira Login** page.



1. On the **Forgot My Password/Forgot User ID** page you can retrieve your forgotten password or your User ID. Perform one of the following steps:

**Forgot My Password**

If you have forgotten your password, or your password has expired, you can have a new password emailed to you.

Enter your User ID below. This will be used to find your profile, in order to authenticate your identification.

User ID:

Continue

**Forgot User ID**

Enter your Email Address below. This will be used to find your User ID.

Email:

Continue [Return to previous page](#)



- a. If you have forgotten your password, in the Forgot My Password section enter your *inspira* User ID and click on Continue.
- If you are a staff member, your User ID is your index number.
  - If you are a non-staff member, your User ID is the one created when you registered.

The following message appears:

*"Your password has been emailed. "*

A temporary password will be sent to the email address you provided for all communications with the United Nations. The password will need to be changed when you login to *inspira*. Refer to Section 1.4: *Change Initial Password and Set Forgotten Password Help* for more information.

- b. If you have forgotten your User ID, in the Forgot User ID section enter your primary email address and click on Continue. The primary email address is the one you provided for all communications with the United Nations and will be used by *inspira* to authenticate your identification. If you entered a different email address, then the following message appears:

*"No user account found for the Email Address entered."*

After entering your valid primary email address, click on Continue. The following message appears:

*"Your user name has been mailed. "*

Your User Name will be sent to your email address.

## 1.4 Change Initial Password and Set Forgotten Password Help

### 1.4.1 Staff Members

When you first log into *inspira*, it is necessary to change the temporary password and set-forgotten password help security question. The security question will be used to authenticate you when you have forgotten your password and request that it be emailed to you.

**General Profile Information**  
UNTEST03

**Password**  
[Change password](#)  
[Change or set up forgotten password help](#)

**Personalizations**  
My preferred language for PIA web pages is: English  
My preferred language for reports and email is: English  
Currency Code: USD  
Default Mobile Page:

**Workflow Attributes**  
 Email User  Worklist User

**Miscellaneous User Links**

Primary Email Account	Email Type	Email Address
<input type="checkbox"/>	Mailing	UN@UN.ORG

### 1.4.1.1 Set-up Forgotten Password Help

To set-up your forgotten password help, log into *inspira*:

1. From the *inspira* menu, click on **My System Profile**. The **My System Profile** page appears.
2. Click on the [Change or setup forgotten password help](#) link, and complete the following fields:
  - a. *Question* - select a question.
  - b. *Response* - enter the answer to the selected question.



*Responses are not case sensitive. If you forget your password and click on the [Forgot your password?](#) link found in the *inspira* login page, you will be asked to enter the response to the question. If your entry does not match the response set up in your system profile, user validation will fail and you will not be e-mailed a new password to access *inspira*.*

3. Click on **OK** and then on **Save** to save your entries.

### 1.4.1.2 Change your Password

To change your password, log into *inspira*:

1. From the *inspira* menu, click on **My System Profile**. The **My System Profile** page appears.
2. Click on the **Change Password** link and complete the following fields:
  - a. *Current Password* - enter your current password.
  - b. *New Password* - enter the new password. The rules to create a new password are as follows:
    - Must be a minimum of six (6) characters in length;
    - Cannot match the previous password;
    - May consist of letters (a-z, A-Z), numbers (0-9), or a combination of both.



*Remember that passwords are case sensitive.*

3. Click on **OK** and then on **Save** to save your entries.



*In case you need login assistance, contact the Helpdesk. Refer to the [Where to get Help](#) section for more information.*

## 1.4.2 Non-Staff Members

1. From the Careers Portal page, click on the Login link located on the menu. The inspira Login page appears.
2. Login to inspira using your User Name and the temporary password assigned to you and click on the Login button. The Careers Home page appears.



*You must be logged in before you can change your password.*

Your Profile Status: **100% Complete**

Careers Home	Job Search	My Profile	My Saved Searches & Job Alerts
Personal Details	UN Employment	Family Details	Nationality & Residence

**My Profile > Personal Details** Save Cancel

The profile pages contain your contact details including name, address, phone number and other relevant information. Changes made to your contact details on these pages will be updated on all of the jobs you have applied to.

Biographical Information		
User Name:	applicant18	<a href="#">edit username</a>
Password:	*****	<a href="#">edit password</a>
Name Prefix:		
Given Name:	MARK	
Middle Name:		<a href="#">edit name</a>
Family Name:	SMITH	
Other Name:		

3. On the Careers Home page click on the My Profile tab. The Personal Details screen appears.
4. Click on the Edit Password link, the **Change Password** page appears.

**My Profile**

---

**Change Password**

Choose your new password. Click Save when you're done.

**Change Password**

\*Enter New Password:

\*Confirm New Password:

Save Cancel

- a. *Enter New Password* - , enter your new password. The rules to create a new password are as follows:



*Remember that passwords are case sensitive.*

- Must be a minimum of six (6) characters up to 32 characters in length;

- Cannot match the previous password;
  - May consist of letters (a-z, A-Z), numbers (0-9), or a combination of both.
- b. *Confirm New Password* - re-enter your new password.
5. Click on the **Save** button. Your password has been changed and the **Edit Profile** page reappears.

## 1.5 Logout from your Account

To logout of your account, proceed to a page that displays the menu and click on the Sign Out link found in the menu on the page.

You are now logged out of your account are still logged into inspira where you can continue your job search but cannot apply to a position until you log back into your account.

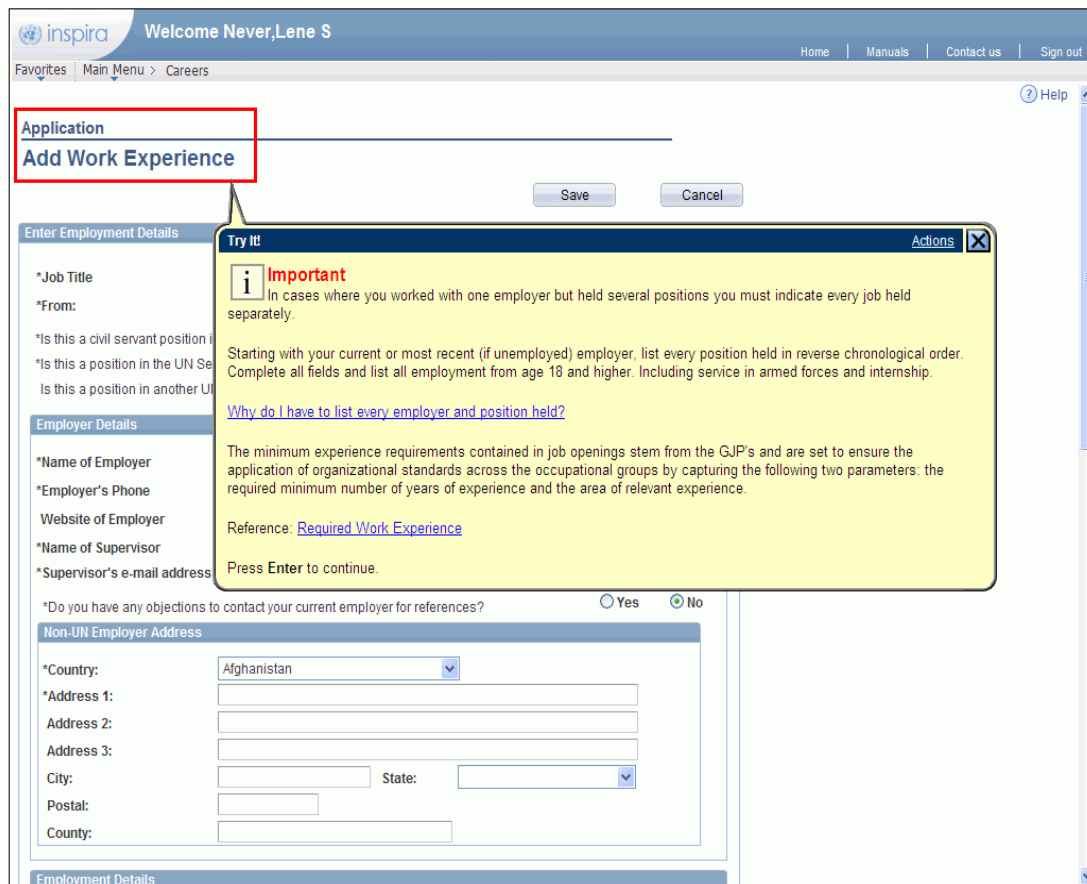
## 1.6 Close inspira

On any inspira page, click on the Close button located at the upper right corner of the page to exit the application.

## 1.7 Where to get Help

### 1.7.1 *inspira Online Help*

The inspira Online Help feature provides user assistance through any aspect of the staff selection system. Depending on whether you are an applicant or a member of the hiring team, the inspira Online Help has been tailored to provide step-by-step procedures and guidance for the task at hand.



## 1.7.2 inspira Support Centre

### 1.7.2.1 Staff Members

For policy enquiries and technical help, simply click on “**Contact us**” in the **UN Careers portal** (<http://careers.un.org>) and complete the online request form. Your request will automatically be assigned a case number for easy reference and tracking.

You can also click on “**Contact us**” anywhere in **inspira** (<https://inspira.un.org>) to complete the online request form. Your request will automatically be assigned a case number for easy reference and tracking.

To better assist you, make sure your request always includes:

- Your **index number**
- Your **UN email address**
- In the event that you are reporting a technical problem, the **steps** leading to this problem and one or more **screenshots** of the error/warning message and of the page on which it appeared.

For staff members who wish to find information (FAQs, information sheets, etc.) on staffing and research a particular topic, please visit the it's for real! website on the human resources Talent Management framework (<https://itsforreal.un.org/>). **This feature is only available through the intranet.**

### **1.7.2.2 Non-Staff Members**

For policy enquiries and technical help, simply click on “**Contact us**” in the **UN Careers portal** (<http://careers.un.org>) and complete the online request form. Your request will automatically be assigned a case number for easy reference and tracking.

You can also click on “**Contact us**” anywhere in *inspira* to complete the online request form. Your request will automatically be assigned a case number for easy reference and tracking.

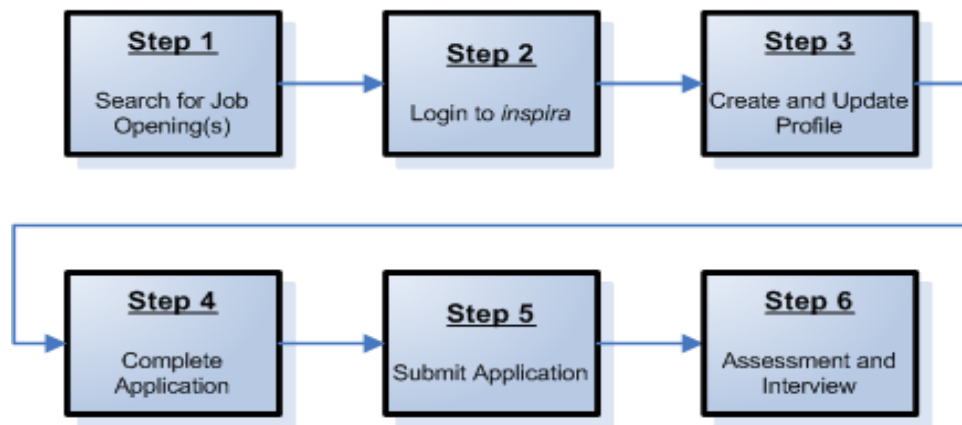
To better assist you, make sure your request always includes:

- Your **email address**
- In the event that you are reporting a technical problem, the **steps** leading to this problem and one or more **screenshots** of the error/warning message and of the page on which it appeared.

## Chapter 2: Overview of the Application Process

Applying for a position is accomplished in several steps. The illustration below shows the high-level steps that are performed in the application process. All applications undergo the first five steps; the sixth step is undertaken by candidates who have been short-listed for the position.

### Application Process Flow Diagram



#### Step 1: Search for Job Openings

The United Nations publishes job opportunities in a compendium of job openings on a regular basis. You may actively search for job openings and apply to those for which you feel you are qualified. You may also save your search criteria as a Job Alert and have the results automatically sent to your e-mail address.

Immediate and anticipated job openings (vacancies) identified through workforce planning for positions of one year or longer are advertised through a compendium of job openings. The compendium is published electronically and updated regularly in its electronic version at the United Nations Careers Portal <https://careers.un.org/>.

*Position-specific job openings are included in the compendium when:*

- a new position is established or an existing position is reclassified upwards;
- the incumbent separates from service, or
- the incumbent is selected for other functions under the provisions of this instruction or as a result of a lateral reassignment by the Head of Department/Office.

*Generic job openings are included in the compendium when:*

Entities with approval to use roster-based recruitment shall publish generic job openings in the compendium for the purpose of creating and maintaining viable rosters of qualified candidates for immediate and anticipated vacancies, including vacancies for less than one year.

## ***Step 2: Register and login to Inspira***

**Staff Members** must log into the *inspira Careers Home* page using their index number and password.

**Non-Staff Members** must log into the *inspira Careers Home* page through the *Careers Portal* gateway. A one-time registration and creation of a login account is required by completing the registration process.

## ***Step 3: Create and Update My Profile***

The **My Profile** section of the application includes important personal information i.e. name, address, phone number and primary email address. It is this information that the United Nations will use to contact you during the application process.

Any changes you make to your profile will automatically be reflected in all of your application(s). You can update the information in your profile at any time except for the following fields: First Name, Last Name and Date of Birth.

## ***Step 4: Complete the Application***

Completing the application involves four parts:

### ***Part 1 - Create Your Application***

Once your profile is saved, you can create an application. It is suggested that you prepare your application in advance even if you are not planning to apply for a job opening right away, so that once a position of interest has been identified, the application process has already been started.

The application form consists of several sections: Preferences, Education and Work Experience, Skills, References, and Cover Letter and Additional Information. Submitting a complete and accurate application is integral in the application process.

A resume or CV is not accepted and is considered neither a substitute nor a complementary document to a duly completed application. Any supplemental information or documentation that the Organization may require will be requested in the course of the application.

### ***Part 2 - Write the Cover Letter***

Part of the application includes the writing of a cover letter. The cover letter is the personal introduction that accompanies your application. A cover letter should be brief, three to four paragraphs, and as targeted as possible to the position.

### ***Part 3 - Access and Update Your Draft Application***

When you apply to a job opening, the last version of your application appears. The application can be updated as well as any draft applications that have been created and saved but not submitted to a particular job opening. Once an application has been submitted to a job opening, it can no longer be updated. It is recommended that you update your application for every job opening you apply to so that it is targeted to the position.



#### *Part 4 - Apply to a Job Opening and Answer the Questions (as applicable)*

To apply to a job opening, you have to link your application to the job opening of interest. Once you have applied to the position a series of questions, (10 to 15) may appear. These questions are selected from a library of questions, are objective and relate to the position. They are used to filter applicants and a passing grade of 80% is required.

#### **Step 5: Submit the Application**

Submit your application as early as possible after a job opening has been posted and well before the deadline date stated in the job opening. Job openings posted on the Careers Portal are taken off at midnight (EST) on the deadline date. You will receive an e-mail acknowledgement confirming successful submission of your application for the job opening.

Once you submit your application, it will go through a pre-screening process. The process checks the information you entered in your application against the eligibility criteria. Passing the pre-screening process would make you eligible for consideration.

Further communications between the Organization and you may vary depending on your suitability and eligibility for the position.

#### **Step 6: Assessment and Interview**

##### *Assessment*

If you are found to be eligible for the position, you will be invited to undergo an assessment. The assessment could be a written exercise, a case study, a presentation, a simulation exercise, a technical test, an essay exercise, or another exercise to measure a particular set of skills commensurate with the job.

##### *Interview*

Depending on your qualifications, the results of your answers to the questions and the assessment exercise, you may be invited for a competency-based interview. Such an interview might be conducted via telephone, video conference or in person. The competency-based interview serves to learn more about your combination of skills, attributes and behaviours that are directly related to the successful performance on the job.

Successful candidates are recommended for endorsement and presented for review to the relevant **Central Review body**.

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## *Chapter 3: Understanding the Job Opening*

### **3.1 Job Openings**

Every job opening contains the following mandatory information:

#### *Job Opening Heading Information*

- Job Title
- Department/office
- Duty Station
- Posting Period
- Job opening number
- United Nations Core Values

#### *Job Opening Description*

- Org. Setting and Reporting
- Responsibilities
- Competencies
- Education
- Work Experience
- Languages
- Assessment Methods

Every job opening contains the following statements:

- United Nations Considerations statement
- No Fee statement

The job opening may contain the following optional information:

- Special Notice (Optional Phrases), where applicable

## 3.2 Job Opening Heading Information



### Job Opening

**Job Title:** ECONOMIC AFFAIRS OFFICER, P3  
**Department/ Office:** DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS  
**Duty Station:** NEW YORK  
**Posting Period:** 29 October 2010-28 December 2010  
**Job Opening number:** 10-ECO-DEPT OF ECON & SOCIAL AFFAIRS-16281-R-NEW YORK(G)

### 3.2.1 Job Title

The posting title as reflected in the published job opening may be changed from that of the GJP or classified job description to better capture the position's actual functions in a particular office. For example, 'Senior Economic Affairs Officer' might be changed to 'Senior Water Transport Officer', 'Programme Management Officer' to 'Human Settlements Officer' or 'Chief of Service' to 'Chief, Budget and Performance Reporting Service'. Professional project-related positions would typically be advertised as 'Expert, Crime Prevention and Criminal Justice' or 'Expert, Terrorism Prevention', etc.

The level of the position is clearly stated next to the job title.

### 3.2.2 Department/Office

The Department/Office briefly explains in one to three lines organizational unit's mission and the reporting line for the position being advertised. Where a URL is indicated, this may prove useful for applicants to review office structures and mandate achievements. It also provides information on the size, location, history and work environment. The *United Nations Careers Portal* or an office's individual site could provide further information.

### 3.2.3 Duty Station

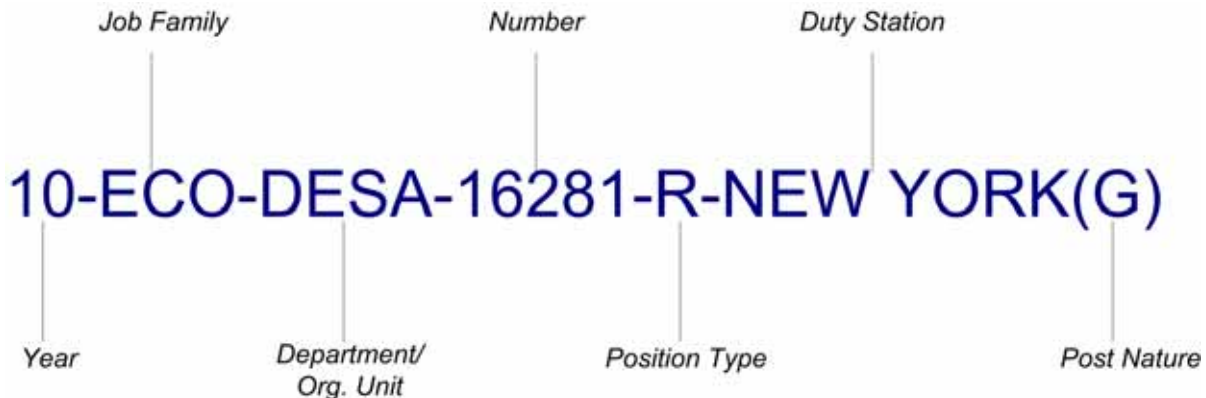
The location of the position(s).

### 3.2.4 Posting Period

The date when the job opening was posted and the deadline date by which all applications must be submitted. The job opening will be removed from the Careers Portal at midnight (EST) on the deadline date.

### 3.2.5 Job Opening Number Nomenclature

- The job opening number is generated by *inspira* based on the advertised position’s attributes. It consists of abbreviations of the calendar year, the job family, the department, a system-generated number, the position type and the duty station or multiple duty stations in addition to a letter indicating the post nature. An example of a job opening number and an explanation of the elements that comprise the job opening number is provided below.



- Year: 10 for 2010
- Job Family: ECO for Economic
- Department/Org. Unit: DESA for Department of Economic and Social Affairs (the Department or Org. Unit can be depicted here depending on which was selected during the creation of the job opening)
- Number: inspira-generated number, e.g. 16281
- Position type: this indicator could be: R for a Standard Requisition, D for a D2 level JO or P for a Continuous Job Opening
- Duty Station: “New York” or, where multiple identical positions are advertised, “MULTIPLE D/S”
- Post Nature: Only one of the below indicators can be shown as they are mutually exclusive
  - G - indicates a position funded through the regular budget at the Professional and higher levels, which has been earmarked for geographical status under the system of desirable ranges.
  - L - indicates a language position at the Professional category for which a special United Nations language examination is required (Translators, Interpreters, etc.).
  - R - indicates a regular budget funded position or a peacekeeping support account position for one year or longer at the Professional and higher levels that are not geographic and not language.
  - E - indicates a position at the Professional and higher levels funded by project funds (typically used for Experts and Advisor positions) in the field.
  - X - indicates a position at the Professional and higher levels that is funded by voluntary contributions or extra budgetary resources other than project funds, i.e. PSC (Peace and Security Council), GTA (General Temporary Assistance) or TAM (Temporary Assistance for Meeting) funds.
  - M - indicates a position in a peacekeeping operation or special political mission (typically used for positions at the Field Service and at the Professional and higher levels).
  - O - indicates a General Service or related category position, except National Professional Officer, irrespective of the source of funding

T- indicates a temporary position for normally less than one year (not yet implemented)

N - indicates a National Professional Officer position

## 3.3 Job Opening Description

### 3.3.1 Org. Settings and Reporting Line

The Organizational setting and the reporting department.

### 3.3.2 Responsibilities

1. The job responsibilities are a description of the main tasks and duties of the position. This section normally begins with a brief description of the organizational setting of the position to enable the applicant to better identify the context of the job.
2. The main substantive functions of the position reflect:
  - a. what the incumbent actually "does," i.e. writes, prepares, translates, etc.
  - b. what bodies (e.g. the General Assembly or the Commission on the Status of Women) the incumbent writes reports for, where applicable, and
  - c. with whom the incumbent interacts, works with, supervises or assists.

### 3.3.3 Competencies

1. The job opening contains a set of applicable United Nations Secretariat competencies with their respective standard descriptions. The three most relevant competencies are included in job openings at the General Service and related categories. For positions at the Professional and higher levels, the three most relevant competencies are stated, plus two managerial competencies for managerial positions. When selected for the competency-based interview, an applicant will be evaluated on these competencies.
2. Also a set of skills, for example certain technical skills or special substantive skills, required to successfully perform the functions of a position may be indicated in the job opening under the competency "Professionalism."

### 3.3.4 Education

1. The educational requirements indicated in job openings reflect the minimum organizational standard requirements for a given level and job title.
2. Additional educational requirements could be listed under the Licenses or Certificates area, for example editorial and desktop publishing assistants, procurement certifications, audit certifications, or accounting certifications.
3. Positions in the General Service and related categories
  - a. For consideration for positions in the General Service and related categories, the minimum standard education requirement is a high school diploma.
  - b. Applicants are also required to have successfully passed the United Nations Administrative Support Assessment Test (UNASAT). In New York, additional formal special examinations are required for accounting, statistical, editorial and desktop publishing assistants, and language reference assistants at the G-7 level. This requirement will be listed as a pre-requisite under

Licenses and Certifications.

4. Positions in the Professional and higher categories

- a. An applicant for Professional and higher level positions is normally required to have an advanced university degree (Masters degree or equivalent). Applicants with a first level university degree combined with additional qualifying experience (earned after receipt of degree) are also considered to have met the educational requirements equivalent to a Masters. A first level university degree may not be substituted by relevant experience.

For example; an applicant with a first-level university and an additional two (2) years of relevant work experience over the minimal requirement for the level of the position (i.e. P-3 level positions, 5 years minimal + 2 additional years = 7 years experience is equivalent to an applicant with an advanced university degree and 5 years experience).

- b. When evaluating academic credentials of staff members and applicants, the United Nations is guided by the "World Higher Education Database (WHED)" compiled by the United Nations Educational, Scientific and Cultural Organization's (UNESCO) and the International Association of Universities (IAU). This database provides a comprehensive list of higher education institutions sanctioned or accredited by competent national authorities in participating countries (referred to as the "IAU/UNESCO List").

Taking fully into account that the Member States have different education systems, the United Nations references the credential level determined by competent national authorities conferred by an institution in the participating countries provided in the IAU/UNESCO List. This credential level is therefore referenced and used to determine the equivalence of the applicant's degree.

The table below shows the IAU/UNESCO credential level and the equivalence used by the United Nations for recruitment purposes:

CREDENTIAL	IAU/UNESCO LEVEL	UN EQUIVALENCE	UN GUIDELINES
Higher or Post Doctorate	7E	Post Doctorate	Level 9
Doctorate	7D	Doctorate	Level 9
Advanced/Post Graduate Degree	7C	Master's or equivalent	Level 7
Advanced/Post Graduate Qualification (with research training)	7B	Master's or equivalent	Level 7
Advanced/Post Graduate Qualification (without research training)	7A	Master's or equivalent	Level 7
First Terminal University Level Qualification 4 years or more	6C	Bachelor's or equivalent	Level 5
First Terminal University Level Qualification 3/4 years	6B	Bachelor's or equivalent	Level 5
Shorter/Intermediate University Level Qualification	6A	Lower than Bachelor's (Certificate/Diploma)	n/a

- c. A serving staff member who is already serving at the Professional category and who does not have a university degree may still be considered for a position at the Professional and above levels, if he/she has been promoted to the Professional category after having passed the G to P examination (staff members who have completed 5 years of service as of 1989).

- d. Certain positions require specialized studies for which a first-level university degree and experience cannot be substituted for an advanced degree, such as Medical Doctors, the appropriate degree is stated accordingly.
  - e. Functions in certain occupational groups or job families such as Security, Mine Action and Crime Prevention, may have different standards for the minimum educational requirements. These are reflected in their respective Generic Job Profiles (GJPs). A first-level university degree may, in consultation with the HR office, be substituted with a diploma from a police or military academy, which may be considered its equivalent. This would be stipulated in the job opening.
5. Positions at the National Professional Officer level:
    - a. An applicant for a NPO level position must have as a minimum a first level university degree.
  6. Professional Category Language Positions and other Areas:
    - a. Functions in other areas, mainly language posts, might require a first-level degree only and the job opening would contain the relevant information with regard to the minimum education requirements.
    - b. Professional certifications, where required or desired, are also indicated in the job opening. This could for instance refer to a certified accountant or a public procurement certification.
    - c. Where the Organization requires internal certification for Professional category positions performing significant functions in financial, human and physical resources as well as information and communications technology, this is also specified.

### 3.3.5 Work Experience

1. The minimum experience requirements contained in GJPs are set to ensure the application of organizational standards across the job families by capturing the following two parameters: the required minimum number of years of experience (after completion of advanced university degree) and the area of relevant experience.
2. Staff members applying for positions one level higher than their personal grade shall meet the minimum work experience requirements of the position. In determining the eligibility of staff members and other applicants against the level of the position for which they are applying, the baseline for calculating the number of years of work experience required shall be established using the following tables for each respective level:
  - a. For positions in the Professional and higher categories with an advanced university degree (Masters or equivalent):
    - i. P-2 level - a minimum of two (2) years (applicants who passed the National Competitive Examination, now known as the Young Professionals Program(YPP), do not require the two (2) years experience)
    - ii. P-3 level - a minimum of five (5) years
    - iii. P-4 level - a minimum of seven (7) years
    - iv. P-5 level - a minimum of ten (10) years
    - v. D-1 level - a minimum of fifteen (15) years
    - vi. D-2 level - over fifteen (15) years
  - b. For positions in the General Service and related categories with a high school diploma or equivalent:



- i. GS-5 level - a minimum of five (5) years
  - ii. GS-6 level - a minimum of seven (7) years
  - iii. GS-7 level - a minimum of ten (10) years
  - iv. TC-4 level - a minimum of four (4) years
  - v. TC-5 level - a minimum of five (5) years
  - vi. TC-6 level - over seven (7) years
  - vii. TC-7 level - a minimum of twelve (12) years
  - viii. S-3 level - a minimum of five (5) years
  - ix. S-4 level - a minimum of nine (9) years
  - x. S-5 level - a minimum of twelve (12) years
  - xi. S-6 level - a minimum of fifteen (15) years
  - xii. S-7 level - a minimum of eighteen (18) years
- c. For positions in the Field Service category with a high school diploma or equivalent:
- i. FS-4 level - a minimum of six (6) years
  - ii. FS-5 level - a minimum of eight (8) years
  - iii. FS-6 level - a minimum of ten (10) years\*
  - iv. FS-7 level - a minimum of twelve (12) years\*
- \* The minimum years of relevant work experience is reduced for candidates who possess a first level university degree as follows: for FS-6, a minimum of 5 years of experience from 10; for FS-7, a minimum of 7 years of experience from 12.*
3. For a number of positions in the Professional category such as language positions in the job family of Conference Management, the minimum number of years may be reduced from the standard as reflected in the respective GJP.
  4. Where a job opening for a Professional category position stipulates that a first-level university degree may be substituted by another degree from e.g. a police academy, or another relevant diploma typically, in the areas of Security, Mine Action or Crime Prevention, four additional years are added to the minimum requirement of relevant years of experience at the respective level to acknowledge the lack of the first-level university degree<sup>1</sup>.
  5. For positions in the General Service and related categories, the standard minimum requirement may vary from position to position and location to location.
  6. For positions advertised at the P-3/FS-6 level, staff at the FS-5 level who are selected for such positions may only be appointed at the FS-6 level, regardless of their academic qualifications, due to the restrictions placed by the General Assembly on movement of staff from the General Service and related categories to the Professional level. Staff already at the Professional level may, of course, be appointed at the P-3 level.
  7. For National Professional Officer positions, the required minimum number of years of experience are:
    - a. NO-A level - a minimum of one to two (1-2) years

<sup>1</sup> *Functions in certain occupational groups or job families such as for example Security, Mine Action and Crime Prevention, may have different standards for the minimum educational requirements. These are reflected in the respective GJPs for their positions. A first-level university degree may, in consultation with the Recruiter, be substituted with a diploma from a police or military academy which may be considered its equivalent.*

- b. NO-B level - a minimum of two to three (2-3) years
- c. NO-C level - a minimum of five (5) years
- d. NO-D level - a minimum of seven (7) years
- e. NO-E level - over seven (7) years

### 3.3.6 Languages

It is mandatory for an applicant to meet the required language skills as stipulated in the job opening. A serving staff member who holds an appointment other than a temporary appointment and who does not meet the language requirement, will be reviewed by the **Recruiter**. All others who do not meet the language requirements are screened out and not eligible.

### 3.3.7 United Nations Considerations Statement

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs (*Charter of the United Nations - Chapter 3, Article 8*). The United Nations Secretariat is a non-smoking environment.

### 3.3.8 Assessment Methods

The assessment method(s) applied during the evaluation process are indicated here. Typically, evaluation of qualified applicants may include an assessment exercise which may be followed by a competency-based interview .

### 3.3.9 Special Notice (where applicable)

Some positions have special attributes attached to them, such as for example that recruitment is subject to availability of funding, as is often the case for project positions, or that recruitment is effected on a local basis, as is the case positions in the General Service and related categories. Where applicable, job openings contain a disclaimer making reference to such special conditions.

### 3.3.10 No Fee statement

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on applicants' bank accounts.

## *Chapter 4: Understanding the Evaluation Criteria, Eligibility Rules and Pre-Screening Process*

This chapter provides insight on the evaluation criteria and the pre-screening process each applicant must undergo when applying for a position with the United Nations.

### **4.1 Evaluation Criteria**

1. The evaluation criteria against which applicants are assessed stem from the GJP or an individually classified job description and reflect the minimum organizational standards according to the classified level and job title. They must be in line with the requirements stated in the job opening.
2. Where qualifications are marked as “required” and these are not met by an applicant, the applicant is screened out as he/she is considered not eligible. The only exception is an internal applicant for whom the educational requirement may be waived i.e. an internal applicant at the Professional category who does not possess a university degree is exempt from this requirement if he/she has passed the G to P examination (staff members who have completed 5 years of service as of 1989).
3. The applicant who meets all the required qualifications but does not meet the desirable qualifications will be considered qualified for the post and will be considered for the assessment exercises.
4. The evaluation criteria consist of:
  - a. Required years of work experience

Applicants meeting the required number of years of experience based on the information provided in their application are considered eligible, applicants not meeting this requirement are not considered further. Please refer to Section 3.4.5: Work Experience for more information.
  - b. Required field of work and where applicable, area of specialty

Fields of work and/or areas of speciality form part of the evaluation criteria. Where more than one field of work and/or area of specialty are indicated, this indicates that the applicant is expected to have experience in at least one area. The language in the published job opening will further define required versus desirable experience.
  - c. Required education qualifications including Licenses & Certificates
    - i. The language in the published job opening will provide further details on the educational requirements which should reflect the minimum organizational standard requirements for a given level and job title and not be changed from the GJP/JD. However, additional educational requirements may be listed as required and/or desirable, when justified, to set additional criteria for selection of qualified and best qualified candidates
    - ii. For United Nations Headquarters New York, for positions as Accounting Assistants, Editorial and Desktop Publishing Assistants, Language Reference Assistants at the G-7 level and Statistical Assistants, applicants are required to have successfully passed the relevant license or certificate examination.
  - d. Required knowledge of languages

Applicants meeting the required level of knowledge based on the information provided in their application are considered eligible. Please refer to paragraph Section 4.2.2.2: Knowledge of Language for more information.

e. Assessments (Tests)

- i. Traditionally, assessments have been limited to competency-based interviews. With the launch of inspira, ideally at least two assessment methods (sources of evidence) will be used. The **Hiring Manager** should choose from a combination of interviews and one of many other assessment methods that simulate the work environment. The simulation exercises are designed to imitate a particular task or skill(s) needed for the target job.
- ii. At the time the job opening is created, the **Hiring Manager** also determines these assessment methods as part of the evaluation criteria. The **Hiring Manager** prepares a knowledge-based test or other qualification exercises, which may be essay questions, technical tests or other assessment techniques to assist in the evaluation of the applicant's substantive knowledge against the requirements of the vacant position. Additional tests may be applied primarily for senior positions that involve managerial responsibilities or for technical functions. The assessment method chosen forms part of the evaluation criteria. Assessment methodologies will be undertaken commensurate to the knowledge and competencies of the job opening. For example, the competency Planning and Organizing will most likely be assessed through a simulation exercise. The assessment method chosen is clearly stated on the job opening in order for the applicant to know what to expect.

Assessment methods are discussed in more detail in Chapter 9: Undergoing the Assessments.

f. Competencies

- i. For positions in the Professional and higher category, the three most relevant United Nations Secretariat competencies are included in job openings. For managerial positions, the three most relevant are stated, plus two more managerial competencies. When selected for the competency-based interview, an applicant will be evaluated on these competencies.
  - ii. For positions in the General Service and related categories.
1. Every GJP and individually classified job description includes a set of applicable United Nations Secretariat competencies with their respective standard descriptions.
    - a. For positions in the General Service and related category, the three most relevant competencies, one of which is Professionalism, are included in the evaluation criteria for job openings.
    - b. For positions at the Professional and higher levels, the three most relevant competencies, are stated, plus two managerial competencies for managerial positions. The same number of competencies shall be listed in the published job opening.
  2. These definitions enable a common understanding of the core competencies required of all staff, namely the combination of skills, personal attributes and behaviour assisting in building and maintaining the capacity of staff and in promoting a new organizational culture.
  3. Questions
    - a. A series of questions (10-15) from the questions library must be answered by each applicant. Applicants are automatically pre-screened by the system as to how they have answered the screening questions. A threshold of 80% is the passing grade and benchmark for eligibility. Applicants meeting the required benchmark of 80% based on their answers are considered eligible.
    - b. The **Hiring Manager** may also select one or more eliminating questions, Applicants who answer these questions incorrectly will be screened out regardless on how they did on the

other screening questions.

- c. For positions in the General Service and related categories, the Hiring Manager must select a question about whether you passes the ASAT, which is a eliminating question.
4. The evaluation criteria against which an applicant is pre-screened and assessed stem from the Generic Job Profile (GJP) or an individually classified Job Description (JD) and reflect the minimum organizational standard requirements according to the classified level and job title and must be in line with the requirements stated in the job opening.
5. Where one or more of these criteria are not met by an applicant, the applicant is screened out as he/she is considered not qualified. The only exception is an internal applicant at the Professional category who was promoted to the Professional category after having passed the G to P examination who is eligible irrespective of whether he/she holds a university degree.
6. The applicant who meets all the required qualifications but does not meet the desirable qualifications will be considered qualified for the post and will be released to the **Hiring Manager** for his/her evaluation of the applicant's profile.

## 4.2 Understanding Pre-screening and Eligibility Rules

1. Every applicant must meet the required eligibility criteria in order to be eligible for consideration. Some of these criteria apply to all applicants; some are only relevant to serving staff, others only for positions at certain levels. The inspira tool performs pre-screening on submitted applications against the eligibility criteria based on the information provided in the application, therefore submitting an application containing comprehensive and accurate information is of paramount importance.
2. The United Nations categorizes applicants into two (2) categories: Internal and External. A serving staff member may be an internal or an external applicant and non-staff members are considered external applicants as explained in the definitions below. It does not play a role in your eligibility for the position but may be a factor during the selection process.

### *Internal Applicant*

An internal applicant is a serving staff member serving in the United Nations Secretariat holding an appointment under the Staff Rules, other than a temporary appointment under the UN Staff Regulations and Rules, who have been recruited after a competitive process under staff rule 4.15 (review by a **Central Review body**) or staff rule 4.16 (competitive recruitment examination) and whose appointment is not limited to service with a specific entity. Associate experts (Junior Professional Officers) and staff members of the separately administered United Nations funds and programmes are not considered internal applicants except as provided for in this definition. Women who have been in service for a continuous period of 12 months with the separately administered United Nations funds and programmes or any specialized agency or organizations of the United Nations common system and whose appointments have been reviewed by a review body pursuant to staff rules 4.15, are considered internal applicants when:

- a. holding an appointment at the P-3 or P-4 level and applying for P-4 positions;
- b. holding an appointment at the P-4 or P-5 level and applying for P-5 positions.
- c. staff members of the separately administered United Nations funds and programmes are not considered internal applicants. However, women who are serving with the separately administered United Nations funds and programmes or any specialized agency or organization of the United Nations common system holding a current appointment at the P-3 or P-4 levels and who have been in service for a continuous period of 12 months and whose appointments have been reviewed by a review body or equivalent in their organization are considered internal applicants for positions at the P-4 or P-5 levels, respectively. Associate experts

(Junior Professional Officers) are not considered internal applicants.

### *External Applicant*

An external applicant is an individual who at the time of his/her application is not employed by the United Nations Secretariat or who has not been recruited under Staff Rules 4.15 (following the review by a Central Review body) and 4.16 (through a competitive recruitment examination). A staff member whose appointment is limited to service in a particular department or office is also considered an external applicant as well as associate experts, consultants, individual contractors, interns and gratis personnel staff from other organizations of the United Nations System.

## **4.2.1 Prescreening**

### **4.2.1.1 Age**

1. An applicant must be between the ages of 18 and 59 years as of the application date to a job opening to be eligible for consideration.
2. The **Recruiter** will review an applicant who is 59 years of age or over and not currently employed by the Organization and will use judgment when making a determination as to whether the individual is suitable for a specific position.
3. Applicants who have reached or will reach the mandatory age of separation pursuant to staff regulations 9.2 less than 12 months after the date of application to a job opening shall be considered ineligible when applying for a position through *inspira*.

### **4.2.1.2 Criminal Record**

1. An applicant is required to indicate whether he/she has ever been arrested, indicted or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations). An applicant whose answer is 'yes' is required to provide further details on each case.
2. An application indicating a 'yes' to this question is reviewed by the Recruiter. Based on the answer the Recruiter will make a determination as to whether the applicant is eligible for consideration. When in doubt, the case is referred to the **Chief of the Headquarters Staffing Section** for all levels of positions administered by UNHQ's OHRM or to the attention of the **Chief of the Recruitment and Placement Unit/Section** of the respective local human resources office or the **Director of the Field Personnel Division** for positions in peacekeeping operations and special political missions, who may elevate the case to the Administrative Law Section at OHRM.

### **4.2.1.3 Family Relationships**

This rule refers to appointments of family members within the same organization i.e. to family relationships within the United Nations Secretariat exclusively and not to family relationships with any of the separately administered organs, funds and programmes of the United Nations, including UNDP, UNFPA, UNHCR, UNICEF and UNOPS and not specialized agencies. An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step-siblings of a staff member. The spouse/partner of a staff member may be appointed provided that:

- a. he/she is fully qualified for the post for which he/she is being considered;
- b. he/she is not assigned to serve in a post which is superior or subordinate in the line of authority to the staff member to whom he/she is married; and
- c. none of the two participates in the process of reaching or reviewing an administrative

decision affecting the status or entitlements of the staff member to whom he/she is married.

#### 4.2.1.4 Staff Member Holding a Temporary Appointment

1. Any staff member who is holding a temporary appointment is flagged for manual HR Assessment and review if they apply within the same department as their current function and would be considered ineligible to apply for or be reappointed to his/her current position within six months of the end of his/her current service.
2. A staff member who has been flagged for a manual Human Resources review will be reviewed with regard to the post the staff member is placed (post number, functional title, level) against the advertised position. The Recruiter will make a determination based on information provided by the STM and the IMIS data to determine whether or not this applicant is eligible to be considered for the position for which he/she has applied.

#### 4.2.1.5 Former UN Staff Members

1. A former staff member of the United Nations System is pre-screened whether he/she had previously been summarily dismissed or separated for misconduct or for abandonment of post. If yes, the applicant is not reviewed further.
2. A former staff member of the United Nations System is flagged for a manual Human Resources review when the reason for separation was termination, agreed termination, or termination for health reasons. The **Recruiter** will make a determination based on the information available and in liaison with the respective Human Resources department of the Organization where the individual was previously employed, as to whether he/she is eligible for consideration for reappointment.

### 4.2.2 Eligibility Criteria for all Applicants

#### 4.2.2.1 Academic Qualifications

1. An applicant is required to have the level of education as stated in the job opening.
2. Job openings for positions in the General Service (GS) and related categories require a high school diploma.
3. Job openings for positions at the professional and higher category normally require an advanced university degree.
  - a. Applicants with a first level university degree combined with additional qualifying experience (earned after receipt of degree) are also considered to have met the educational requirements equivalent to a Masters. A first level university degree may not be substituted by relevant experience.

*For example; an applicants with a first-level university degree and an additional two (2) years of relevant work experience over the minimum requirement for the level of the position (i.e. P-3 level positions, 5 years minimal + 2 additional years = 7 years) would be considered to have met the educational requirements equivalent to a Masters degree.*

- b. Certain positions require specialized studies for which a first-level university degree and experience cannot be substituted, such as Medical Doctors. For such positions, the minimum requirements shall be indicated as advanced in both the job opening and evaluation criteria.

When evaluating academic credentials of staff members and applicants, the United Nations is

guided by the "World Higher Education Database (WHED)" compiled by the United Nations Educational, Scientific and Cultural Organization's (UNESCO) and the International Association of Universities (IAU). This database provides a comprehensive list of higher education institutions sanctioned or accredited by competent national authorities in participating countries (referred to as the "IAU/UNESCO List").

Taking fully into account that the Member States have different education systems, the United Nations references the credential level determined by competent national authorities conferred by an institution in the participating countries provided in the IAU/UNESCO List. This credential level is therefore referenced and used to determine the equivalence of the applicant's degree.

The table below shows the IAU/UNESCO credential level and the equivalence used by the United Nations for recruitment purposes:

CREDENTIAL	IAU/UNESCO LEVEL	UN EQUIVALENCE	UN GUIDELINES
Higher or Post Doctorate	7E	Post Doctorate	Level 9
Doctorate	7D	Doctorate	Level 9
Advanced/Post Graduate Degree	7C	Master's or equivalent	Level 7
Advanced/Post Graduate Qualification (with research training)	7B	Master's or equivalent	Level 7
Advanced/Post Graduate Qualification (without research training)	7A	Master's or equivalent	Level 7
First Terminal University Level Qualification 4 years or more	6C	Bachelor's or equivalent	Level 5
First Terminal University Level Qualification 3/4 years	6B	Bachelor's or equivalent	Level 5
Shorter/Intermediate University Level Qualification	6A	Lower than Bachelor's (Certificate/Diploma)	n/a

4. Functions in certain occupational groups or job families such as Security, Mine Action and Crime Prevention, may have different standards for the minimum educational requirements. These are reflected in their respective GJPs. A first-level university degree may, in consultation with the **Recruiter**, be substituted with a diploma from a police or military academy, which may be considered its equivalent.
5. Functions in other areas, mainly language positions, might require a first-level degree only. The GJPs for this specific group of positions contain the relevant information with regard to the minimum education requirements.
6. An applicant is automatically pre-screened by the system for meeting the requisite level of education based on the indication in his/her application.
7. When the requirement is not met, serving staff members holding an appointment other than a temporary appointment are manually reviewed by the **Recruiter**. The **Recruiter** consults the available information, including the UNESCO/IAU "World Guide to Higher Education", IMIS data and related software bridges, such as the 'EZ HR' tool in determining whether a particular applicant is considered to potentially meet this requirement and is released to the **Hiring Manager**. An applicant who is not a serving staff member and who does not meet the education requirement is automatically screened out and not eligible.



8. A staff member promoted to the Professional and higher categories after having passed the G to P examination<sup>2</sup> is exempt from the minimum educational requirements when applying to a job opening at the Professional or higher category. Likewise exempt is a serving staff member at the Professional level who does not possess a first-level university degree (staff members who have completed 5 years of service as of 1989) but passed the G to P examination.
9. A staff member in the Professional and higher categories who does not possess a university degree and who was recruited for job families such as for example, Security, Mine Action and Crime Prevention, where the job opening (based on the GJP) for which he/she had initially been recruited had a different standard for the minimum educational requirements, is only eligible for other Professional and higher category positions where no university degree is required, most likely in the same job family.
10. While only academic qualifications from accredited and officially recognized universities or institutions are considered eligible, it should be noted that the accreditation status of an educational institution is not part of the initial pre-screening, but will be verified when background verifications<sup>3</sup> are conducted for the selected candidate.

#### 4.2.2.2 Knowledge of Language

1. An applicant must meet the language skills as stated in the job opening. The level of knowledge is recorded as basic, confident or fluent. Job openings require either '*fluency in*' or '*knowledge of*' a language. '*Fluency*' equals '*Fluent*' in all four areas (speak, read, write, understand) and '*knowledge of*' equals a rating of '*confident*' in any of the two out of four areas.
2. An applicant is automatically pre-screened by the system for meeting the required knowledge of languages based on the indication in his/her application. When this requirement is met, an applicant is considered eligible. When the requirement is not met, serving staff holding an appointment other than a temporary appointment are manually reviewed by the **Recruiter** who uses judgement based on the available information, including IMIS data and related software bridges, such as the 'EZ HR' tool in determining whether the applicant is released to the Hiring Manager for evaluation. An applicant who is not a serving staff member and who does not meet the language requirement is automatically screened out and not eligible.

#### 4.2.2.3 Level of Job-Specific Expertise

For job openings that require the applicant to perform a self-assessment on a set of skills, the applicant must possess the required level of expertise as stated in the job opening. Each higher-level implies control of the previous level's functions and accuracy. The level of expertise is recorded as:

- a. Not Applicable
- b. Unsatisfactory
- c. Partially Satisfactory
- d. Satisfactory
- e. Outstanding

<sup>2</sup> *ST/AI/2003/7 (abolished and replaced by ST/AI/2010/7 dated 1 June 2010)*

<sup>3</sup> *Background verifications refer to checking the applicant's Academic Qualifications, Work Experience and Personal References*

## 4.2.3 Eligibility Criteria for a Serving Staff Member Holding an Appointment other than a Temporary Appointment

### 4.2.3.1 Level

1. A serving staff member holding an appointment other than a temporary appointment is only eligible to be considered for promotion to positions one level higher than his/her personal grade in line with the Matrix for Pre-screening on Level in the annex. An exception is for a staff member in the General Service and related categories who may apply for a position in the Field Service category at any level irrespective of the grade held in the GS and related categories. This GS applicant is considered an external applicant and must meet the length of work experience requirement, in addition to meeting the other requirements such as academic qualifications, knowledge of languages and skills.
2. A staff member in the General Service and related categories who was selected for a position in the Field Service category at the FS-6 or FS-7 level and gives up the lien on his/her General Service position by way of resignation to take up the FS level position is eligible to apply for positions in the Professional category at the P-3 or P-4 levels as an FS-6 and P-4 or P-5 levels as an FS-7 respectively, provided he/she meets the minimum education requirements of the professional category position and has served at his/her FS-6 or FS-7 level for a period of one year. This does not apply to General Service and related categories staff who take up an FS level position on assignment with a temporary grade or otherwise retain a lien on their General Service position.
3. In order to foster mobility, a staff member on appointment other than a temporary appointment (with no appointment limitations) from a Headquarters location, including the Secretariat of the regional commissions, selected for assignment to a position at one level higher than his/her current grade mission or field office of a Secretariat entity with field activities<sup>4</sup> for one year or longer, where a lien is maintained against a position at the parent duty station, may be temporarily promoted to the level of the position in the mission or a field office of a Secretariat entity with field activities for the duration of the assignment. A staff member temporarily promoted may apply during the mission assignment to job openings at one level higher than his/her temporary grade level, provided that the staff member has spent more than 12 continuous months in the mission assignment or a field office of a Secretariat entity with field activities. At the end of this assignment, the staff member will revert to his/her original grade level at the parent duty station and henceforth only applies to job openings at one (1) level above his/her original level.
4. A staff member from a peacekeeping operation, special political mission and field-based initiative who is selected for a position at one level higher than his/her current grade level from a roster, endorsed by the **Central Review bodies**, for a job opening of a finite nature at an established duty station or Regional Commission, may also temporarily be promoted to the level of the position for the duration of the assignment. During this assignment, the staff member may apply to job openings at one level higher than his/her temporary grade level, provided the individual has spent more than 12 continuous months on the assignment. At the end of his/her assignment in the peacekeeping operation or special political mission, the staff member will revert to his/her original level at the former duty station and may henceforth only apply to job openings one level above his/her original level.
5. A staff member in the Professional and higher categories who is an internal applicant and who is appointed to serve with the United Nations System at a higher level on an inter-agency secondment basis is granted a lien against a specific post for up to two years. For purposes of consideration for job openings during the secondment period, the staff member is recognised as an internal applicant and his/her higher level and step recognised by the Secretariat. After two

<sup>4</sup> *OCHA, OCHR, OIOS, UNICRI, DESA (projects), UN Habitat, UNEP or UNODC*

years, should the staff member wish to remain on secondment, and subject to the agreement of the releasing department and the receiving entity or transfer to the receiving organization shall be initiated unless the staff member indicates that he/she would like to return to the Secretariat.

6. The personal grade of a serving staff member holding an appointment other than a temporary appointment is either his/her current level upon initial appointment, upon promotion, or upon temporary promotion in a field office. A staff member may also be granted a Special Post Allowance (SPA) to a higher level. A staff member in receipt of SPA is eligible to apply for promotions one level above his/her original level. In most cases, this equals the SPA level, except for staff members in the General Service and related categories who may exceptionally receive SPA at the P-1 or P-2 levels, but who are otherwise not eligible to apply for positions in the Professional categories.
7. An applicant is automatically pre-screened by the system for meeting the above requirements as per the date of the application. When a serving staff member holding an appointment other than a temporary appointment does not meet the requirement, he/she is manually reviewed by the **Recruiter** who uses judgement based on the available information, including IMIS data and related software bridges, such as the 'EZ HR' tool as to whether this particular applicant is considered eligible or not eligible.
8. Although associate experts are considered external applicants, they are not eligible to apply to positions higher than one (1) level above their personal grade.

#### 4.2.3.2 Promotion to P-5 Positions

1. Staff members in the professional category shall have at least two prior lateral moves, which may take place at any level in that category, before being eligible to be considered for promotion to the P-5 level, subject to the following provisions:
  - a. In order to meet the General Assembly's concern about high job opening rates in some Regional Commissions and duty stations, particularly those in developing countries, the requirement shall be reduced to one lateral move when a staff member has served in the professional category in Nairobi or a Regional Economic Commission other than the Economic Commission for Europe or any duty station with a hardship classification of A, B, C, D or E<sup>5</sup> for one year or longer, or when a staff member is applying for a P-5 position at those duty stations from another duty station;
  - b. Staff recruited at the P-4 level shall become eligible for promotion to the P-5 level after one lateral move at the P-4 level;
  - c. The requirement for lateral moves is waived when a staff member has served for one (1) year or longer in the Professional and higher categories or at the FS-6 and FS-7 levels in the Field Service category in a non-family mission or non-family duty station; and
  - d. The requirement for lateral moves is waived for staff serving against language posts that are subject to the provisions of the administrative instruction setting out special conditions for recruitment and placement of candidates successful in a competitive examination for posts requiring specific language skills<sup>6</sup> when applying for another such language position.

<sup>5</sup> *The International Civil Service Commission has placed all duty stations in one of six categories, H and A to E. H duty stations are headquarters and similarly designated locations where the United Nations Secretariat has no development or humanitarian assistance programmes, or locations in countries which are members of the European Union. A to E duty stations are field duty stations. Hardship categorization assesses the overall quality of life at a duty station. In determining the degree of hardship, consideration is given to local conditions of safety and security, health care, education, housing, climate, isolation and the availability of the basic amenities of life. Duty stations are categorized on a scale of difficulty from A to E with A being the least difficult.*

<sup>6</sup> *ST/AI/1998/7 dated 23 March 1998 entitled "Competitive Examination for Recruitment and Placement in Posts Requiring Specific Language Skills in the Professional Category."*

2. This requirement applies to a serving staff member holding an appointment other than a temporary appointment except for paragraph above. It does not apply to a serving staff member holding a temporary appointment; a female applicant at the P-4 level serving in an Organization of the United Nations System, who is otherwise considered an internal applicant; or an applicant who is not a serving staff member of the United Nations Secretariat.
3. A lateral move is defined as a move to a different position at the same level for a duration of at least one year. The new position may be in the same or a different department/ office/mission, in the same or a different duty station and in the same or a different job family. Inter-agency loans or other movements to and from other organizations of the United Nations System are recognized as “lateral moves”. Within the same department or office, a lateral move will normally involve a change in functions with or without a change of supervisor. When the supervisor remains the same, there will be a lateral move if the responsibilities are substantially different, for example, if there is a different area of responsibilities or a change in the departments/offices/missions serviced by the staff member. A change in supervisor without a change in functions does not represent a lateral move. Temporary assignments of at least three months but less than one year, with or without special post allowance, shall also qualify as a lateral move when the cumulative duration of such assignments reaches one year.
4. For a serving staff member holding an appointment other than a temporary appointment and for the purpose of meeting the lateral move requirement, in instances where the lateral move was with a non-Secretariat entity within the United Nations System or affiliated international Organization, the move shall count if there was no break in service prior to joining the United Nations Secretariat.
5. The **Recruiter** shall contact the applicant who is a serving staff member holding an appointment other than a temporary appointment whose application does not clearly indicate whether he/she meets the lateral move requirement and request him/her to provide the information necessary to determine whether he/she meets the lateral move requirement, as explained above. For example, this could be a copy of an e-PAS reflecting new functions or an attestation from the supervisor. The **Recruiter** shall expect to receive all requested information within three working days of receipt of the message in order to expedite the review process. The **Recruiter**, in consultation with the executive office, where such an office exists, determines based on the available information, including IMIS data and related software bridges, such as the ‘EZ HR’ tool in determining whether or not a particular applicant meets the lateral move requirement.
6. A staff member applying for P-5 positions is encouraged to review his/her application to ensure that it properly reflects all qualifying lateral moves for consideration, i.e. in cases where the applicant has worked with one employer but held several positions, he/she must indicate every job and level held separately.

#### **4.2.3.3 Language Staff Member Applying to Non-Language Positions**

1. A language staff member in the professional category is expected to serve for at least five years in a language post before he/she may be selected for a non-language position.<sup>7</sup>
2. An applicant is automatically pre-screened by the system as meeting or not meeting this requirement. When this requirement is met, an applicant is considered eligible. When the requirement is not met, the **Recruiter** manually reviews a serving staff member holding an appointment other than a temporary appointment. The **Recruiter** uses his/her judgement based on the information available, including IMIS data and related software bridges, such as the ‘EZ HR’ tool to determine whether an individual meets this requirement and whether or not an applicant is released to the **Hiring Manager** for evaluation.

<sup>7</sup> *As stated in Section 2.2 of ST/AI/2000/1 dated 12 January 2000 and amended by ST/AI/2003/1 dated 27 January 2003 entitled “Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills”.*

#### **4.2.3.4 Eligibility Criteria for FS Levels Applying for P Positions**

Staff members in the Field Service category at the FS-6 level may apply to positions at the P-3 and P-4 levels, provided that they have served for one year at their current level and meet the academic qualifications required for an appointment to the professional category. Staff in the Field Service category at the FS-7 level may apply to positions at the P-4 and P-5 levels, provided that they have served for one year at their current level, meet the academic qualifications required for an appointment to the professional category and for P-5 positions, if he/she satisfies the lateral move requirements (as outlined in the Promotion to P-5 Positions section) for promotion to the P-5 level.

#### **4.2.3.5 Eligibility Criteria for a Local GS Staff Member Applying to NPO Positions**

A local GS staff member, at any level, who has the nationality of the country of his/her duty station is eligible to apply for any National Professional Officer (NPO) level position at the same duty station.

### **4.2.4 Eligibility Criteria for a Non-Serving Staff Member or Serving Staff Member Holding a Temporary Appointment**

#### **4.2.4.1 Length of Work Experience**

1. All applicants must meet the minimum years of experience stated in the job opening.
2. The minimum experience requirements contained in GJPs are set to ensure organizational standards across job families by capturing the following two parameters: the area of relevant experience and the required minimum number of years of experience.
3. Staff members applying for positions one level higher than their personal grade shall meet the minimum work experience requirements of the position. In determining the eligibility of staff members and other applicants against the level of the position for which they are applying, the baseline for calculating the number of years of work experience required shall be established using the following tables for each respective level:
  - a. For positions in the Professional and higher categories with advanced university degree (Masters or equivalent):
    - i. P-2 - a minimum of two (2) years (applicants who passed the National Competitive Examination - now known as the Young Professionals Programme (YPP) - do not require the two (2) years of experience)
    - ii. P-3 - a minimum of five (5) years
    - iii. P-4 - a minimum of seven (7) years
    - iv. P-5 - a minimum of ten (10) years
    - v. D-1 - a minimum of fifteen (15) years
    - vi. D-2 over 15 years
  - g. For positions in the General Service and related categories with high school diploma or equivalent:
    - i. GS-5 - a minimum of five (5) years
    - ii. GS-6 - a minimum of seven (7) years
    - iii. GS-7 - a minimum of ten (10) years

- iv. TC-4 - a minimum of four (4) years
- v. TC-5 - a minimum of five (5) years
- vi. TC-6 - a minimum of seven (7) years
- vii. TC-7 - a minimum of ten (10) years
- viii. TC-8 - a minimum of twelve (12) years
- ix. S-3 - a minimum of five (5) years
- x. S-4 - a minimum of nine (9) years
- xi. S-5 - a minimum of twelve (12) years
- xii. S-6 - a minimum of fifteen (15) years
- xiii. S-7 - a minimum of eighteen (18) years
- n. For positions in the Field Service category with high school diploma or equivalent:
  - i. FS-4 - a minimum of six (6) years
  - ii. FS-5 - a minimum of eight (8) years
  - iii. FS-6 - a minimum of ten (10) years\*
  - iv. FS-7 - a minimum of twelve (12) years\*

\* The minimum years of relevant work experience is reduced for candidates who possess a first level university degree as follows: for FS-6, a minimum of 5 years of experience; for FS-7, a minimum of 7 years of experience.

- 4. For a number of professional category language positions in the job family Conference Management, the minimum number of years may be reduced from the standard as reflected in the respective GJP is indicated in the job opening accordingly.
- 5. For positions in the General Service and related categories, the standard minimum requirement may vary from position to position and location to location. Please consult with your Executive Office or local human resources office.
- 6. For positions advertised at the P-3/FS-6 level, staff at the FS-5 level who are selected for such positions may only be appointed at the FS-6 level, regardless of their academic qualifications, due to the restrictions placed by the General Assembly on movement of staff from the General Service and related categories to the Professional level. Staff already at the Professional level may, of course, be appointed at the P-3 level.
- 7. An applicant is automatically pre-screened by the system as meeting or not meeting the required length of work experience based on the indication in his/her application.
- 8. When this requirement is met, an applicant is considered eligible. The applicant who does not meet the requirement for length of work experience is not eligible and automatically screened out.

#### ***4.2.4.2 Eligibility Criteria for a Serving Staff Member Holding a Temporary Appointment or Serving as an NPO***

1. Except for a staff member holding a temporary appointment who serves in missions, a staff member holding a temporary appointment who is recruited in the Professional and higher categories, normally for less than one year, and placed in a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service.
2. National Professional Officers may apply for positions at levels outlined in the Matrix for Pre-screening on Level section in the Annex and are considered external applicants.

#### ***4.2.4.3 Eligibility Criteria of non-Staff Members and Serving Staff Members Holding a Temporary Appointment***

1. Internal staff members occupying a position that is later posted as a temporary vacancy are eligible to apply to the temporary position.
2. Pending the outcome of the selection process for a regular job opening, an external applicant who has been screened in for consideration for the specific position (regular job opening) cannot be considered for the same position if it is subsequently advertised as a temporary job opening.

#### ***4.2.4.4 United Nations Volunteer***

1. United Nations Volunteers (UNVs) are eligible to apply for positions in a mission other than the mission they are serving in after completing a minimum of twelve (12) consecutive months of service as a United Nations Volunteer at their current duty station. A UNV who has served for less than one year is not eligible for a mission appointment unless a period of six months has elapsed following completion of the UNV service.
2. A UNV is pre-screened by the system against the above criteria based on the information stated in his/her application. An applicant who does not meet the above requirements is screened out and is not eligible.
3. Notwithstanding the eligibility rules for positions in missions, United Nations Volunteers may apply for any other position in the United Nations Secretariat provided they meet the required qualifications. United Nations Volunteers are considered external applicants.

#### ***4.2.4.5 Eligibility for Current or Former Consultants, Individual Contractors and Interns***

1. Interns, consultants, individual contractors and gratis personnel are not eligible to apply for or be appointed to any position in the Professional or higher categories and for positions at the FS-6 and FS-7 levels within six months of the end of his/her last/current service and are considered external applicants after the six-month period. The only exception is an individual who has successfully passed the Young Professionals Programme Examination (YPP) (previously the NCRE) or a United Nations Language Competitive Examination.
2. This restriction does not apply to associate experts; however, an associate expert is also considered an external applicant.
3. Every application is automatically pre-screened against the above indicator based on the information stated by the applicant in his/her application. An individual who is currently or has previously served as consultant, individual contractor and/or intern and who does not meet the above requirements is not eligible.

### 4.2.5 Eligibility for a Female Applicant Serving in the UNS at the Professional Level

In order to increase the pool of eligible female candidates, women serving with the United Nations System at the professional category, who have served for at least one year are considered internal applicants if their appointment has been reviewed by the **Central Review body** or equivalent at the parent office as follows: female applicants serving at the P-3 and P-4 levels when applying for P-4 positions and female applicants serving at the P-4 and P-5 levels when applying to P-5 positions. Therefore, the same eligibility rules that apply to serving staff other than those holding a temporary appointment apply to them as well, the only exception being the requirement of two lateral moves for consideration to positions at the P-5 level.



## Chapter 5: Search for Job Openings and Create a Job Alert

1. Job openings are published on the Careers Portal. You can search for a job opening from the Careers Portal or from the *inspira* Careers Home page. Registration or login to *inspira* is not required when performing searches from the Careers Portal. However, login is required to perform job searches from the Careers Home page, create a job alert or to submit an application to a job opening.
2. The following functions are available in *inspira* when browsing through the job openings:
  - a. track your applications;
  - b. track your roster membership;
  - c. actively search for job openings according to certain criteria;
  - d. save the search criteria as a Job Alert and have the results matching the criteria sent to your e-mail address specified in your My Profile; and
  - e. complete an application in advance without immediately applying for a job opening;
  - f. select and modify a previously created application or create a new application when applying to a job opening.
3. The applicant is encouraged to review and understand the requirements of the position prior to applying for the job opening.
4. Typically, in doing an analysis of a job opening, an applicant should ask himself/herself:
  - a. Are they looking for competencies, skills and experience that I have?
  - b. Am I able to do the job with minimal training?
  - c. What is an acceptable knowledge gap?  
Job Opening = Transferable Skills + Knowledge Gap

5. Searches can be performed using any one of the following methods:
  - Job openings link on the Careers Portal
  - Search Job Openings section on the Careers Portal
  - Basic Job Search from the *inspira* Careers Home page
  - Advanced Search link on the *inspira* Careers Home page
  - Search using the Run Search function under the My Saved Search and Job Alerts tab.



*The Basic Job Search, Advanced Search and applying through an Application require Staff Members to login to *inspira* and non-Staff Members to register and login to *inspira*. Non-Staff Members, who have not yet registered, refer to Getting Started, Section 1.2.2: Non-Staff Members Registration and Login.*

### 5.1 Search for Job Openings

#### 5.1.1 Using the Job Opening Link on the Careers Portal

Registration and Login to *inspira* to perform a search using the Job Opening link on the Careers Portal is not required.



*Staff Members, may search for job openings through the Careers Portal, using their index number and password.*

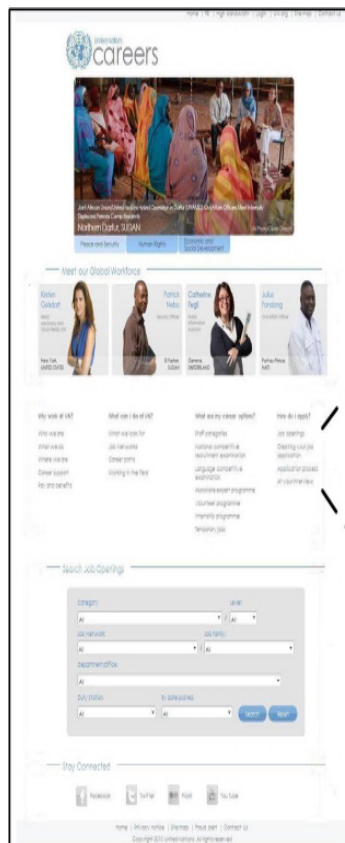
To search, view and apply to a Job Opening using the Job openings link, perform the following steps:

1. From the **Careers Portal**, scroll down the middle of the page and under the column *How do I apply?* click on the Job openings link.
2. The **Job Openings** page appears. Job openings are organized by the category they belong to and there is a tab for each category

(i.e. Professional and higher categories, Field services, General services and related categories, Internships). Select your preferred job category to display the list of job openings with details described below:



To view jobs that span more than one page, use the navigation page buttons i.e. 1, 2, etc. or the scrollbar or sort by clicking on the header columns.



How do I apply?

Job openings

Creating your job application

Application process

At your interview

Click on the [Job openings](#) link

- a. Job Title contains the posting title of the position which links to the job description details;
  - b. Level refers to the grade level of the position;
  - c. Job ID is a unique number assigned by inspira to every job opening;
  - d. Job Network refers to groupings of job families;
  - e. Job Family refers to the occupational group or sub-group to which the position belongs;
  - f. Department/Office indicates the department/office of the position
  - g. Duty station specifies the location of the position;
  - h. Deadline refers to the date when job openings posted on the Careers Portal are taken off (by midnight of deadline date).
3. Click on the job title to review requirements of the position. For a description of the typical contents found in a job opening, refer to Chapter 3: Understanding the Job Opening.
  4. Take the time to review and understand the requirements of the position before applying for the job.
  5. Once you have reviewed the requirements of the job opening, from the Job Opening page you can:
    - a. Click on the Email to Friend button to send the job opening to a friend;
    - b. Click on the Print button to print the job opening; or
    - c. Click on the Apply Now button to apply to the job. Refer to Chapter 8: Applying for a Job Opening, for more information on how to apply to an interested job opening.



In order to save or apply to a job opening, you must be logged into inspira.

## 5.1.2 Search Job Openings Section on the Careers Portal

Login to inspira is not required when searching for a job opening through the Search Job Opening section on the Careers portal.

There is a tab for each category:  
 - Professional and higher  
 - Field Services  
 - General Service and related categories  
 - Internship

**Job Title** column displays a list of job openings according to their functional titles. Clicking on the Job title opens the position's job description

**Duty Station** column displays the geographical location of the position

**Deadline** column displays the closing date for the position. This is the date by which all applications to the position must be received (by midnight of the date posted)

**Sort by** allows you to sort the list by column in ascending or descending order

If the list of available jobs spans more than one window, use the navigational page buttons i.e. 1, 2, 3, etc.

**Job Network** column displays the group the department or office belongs to

**Department/Office** column displays the department/office of the position

**Level** column displays the grade level of the position. The grade level displayed is dependent on the category tab selected. e.g for Professional and higher the P and D levels are displayed

**Job Family** column displays the occupational group or sub-group the position belongs to



**Staff Members, may search for job openings through the Careers Portal, using their index number and password.**

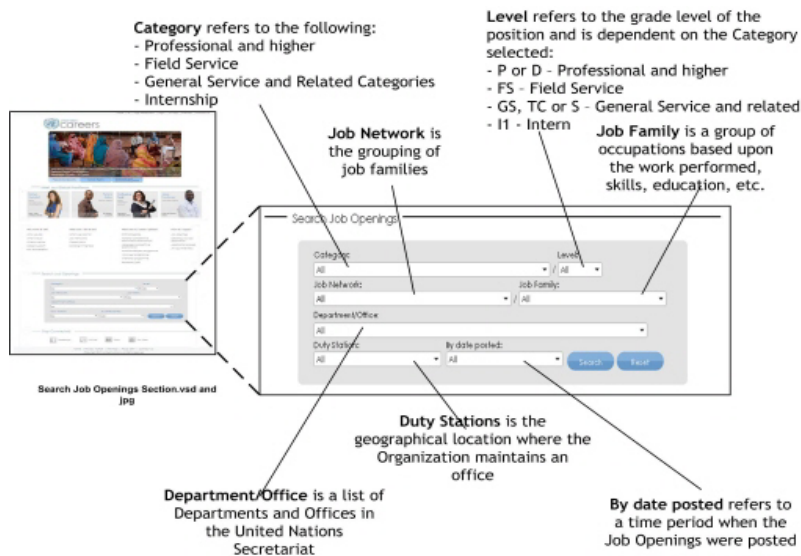
The Job Openings section on the Careers Portal allows you to enter specific criteria such as job Category, Level, Job Network, Job Family, Department/Office, and Duty Station and By date posted to narrow your search.

1. From the **Careers Portal**, scroll down to the Search Job Openings section.
2. Complete one or more of the following fields with your criteria:
  - a. **Category** refers to one of the following categories:



**Use the Reset button if you want to reset the fields to their default values.**

- i. **Professional and Higher Categories** - generally demand a high degree of analytical skill, communication skills, substantive expertise and/or managerial leadership ability. Staff members in the Professional and higher categories are normally required to have as a minimum a first level university degree from an accredited university or institution. An advanced degree may be required for some functions, as specified in the job opening. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree. Staff members in the Professional category are normally recruited with international benefits and entitlements, except for National Professional Officers.



- ii. **Field Service** - support peacekeeping, relief and humanitarian operations by undertaking functions related to the provision of land transport or vehicles, secretarial services, security services, financial services and administrative services; operations and maintenance of communication facilities and equipment; custody of supplies, records and properties.
- iii. **General Service and Related Categories** - are recruited on a local basis in the country of the office, irrespective of their nationality and the length of time they may have been in the country. The allowances and benefits are adapted to local conditions at the applicable duty station.
- iv. **National Professional Officers** - normally locally recruited and performed functions at the professional level. Jobs for NPO can only be found in non-HQ duty stations.
- v. **Internship** - the United Nations provides opportunities for students enrolled in a graduate programme to undertake an internship. This Internship Programme is for the United Nations Headquarters in New York only. Other United

Nations Offices, agencies, funds and programmes have separate internship arrangements.

Interns at the United Nations Headquarters Secretariat are not paid. The intern or any relevant sponsoring institution must cover all costs of travel and accommodation, including living expenses. Eligible candidates interested in doing an internship at the United Nations Headquarters in New York can apply by visiting the United Nations Human Resources website <http://www.un.org/Depts/OHRM/sds/internsh/index.htm>.

- b. **Level** refers to the grade level of the position. Depending on the category selected, the position levels are as follows:
  - i. For Professional (P) and Higher Categories i.e. Director (D) level



*The level within a category increases with the amount of work experience required for a certain position.*

- ii. For Field Service (FS) Category - the FS category ranges from levels FS-4 to FS-7, with FS-6 and FS-7 being comparable to the P-3 and P-4 levels.
- iii. For General Service and Related Categories - employees in General Service (G-1 to G-7) and related categories i.e. Trade & Crafts (TC), Security Service (S), and Public Information Assistant (PIA) perform support functions.
- iv. For NPO - position levels include NO-A through NO-E.
- v. For Internship - position level include Intern 1 (I1).

For more information about the various grade levels, click on the [Staff Categories](#) link

- c. **Job Network** - are groupings of job families. Select the job network you are interested. For more information about the various Job Networks, click on the Job Networks link located in the What can I do at the UN? column.

- d. *Job Family* - depending on the job network indicated, select the job family or families you are interested in. You can select multiple job families by specifying All.
  - e. *Department/Office* - select the department/office where you wish to work, if known. Otherwise, select All.
  - f. *Duty Station* - select the location(s) where you wish to work; this field contains locations of main offices, regional and sub-regional offices and field mission locations. You can select multiple locations by specifying All.
  - g. *By date posted* - select the time period during which the job opening was posted.
3. When done specifying criteria in the job search fields, click on Search button.
  4. The Job Openings page appears. Job openings are organized by the category they belong to and there is a tab for each category (i.e. Professional and higher categories, Field services, General services and related categories, Internships). Select your preferred job category to display the list of job openings with details described below:



*To view jobs that span more than one page, use the navigation page buttons i.e. 1, 2, etc. or the scrollbar or sort by clicking on the header columns.*

- a. *Job Title* contains the posting title of the position which links to the job description details;
- b. *Level* refers to the grade level of the position;
- c. *Job Network* refers to groupings of job families;
- d. *Job Family* refers to the occupational group or sub-group to which the position belongs;
- e. *Department/Office* indicates the department/office of the position;
- f. *Duty station* specifies the location of the position;
- g. *Deadline* refers to the date when job openings posted on the Careers Portal are taken off (by midnight of deadline date).

5. Click on the job title to review the requirements of the job opening. For a description of the typical contents found in a job opening, refer to Chapter 3: Understanding the Job Opening.



*Take the time to review and understand the requirements of the position before applying for the job.*

6. Once you have reviewed the requirements of the job opening, from the Job Opening page you can:
  - a. Click on the Email to Friend button to send the job opening to a friend;



*In order to save or apply to a job opening, you must be logged into inspira.*

### 5.1.3 Basic Job Search

Registration and Login to *inspira* to perform a **Basic Job Search** on the Careers Home page is required.



*Staff Members, may search for job openings through the Careers Portal, using their index number and password.*

There is a tab for each category:  
 - Professional and higher  
 - Field Services  
 - General Service and related categories  
 - Internship

**Job Title** column displays a list of job openings according to their functional titles. Clicking on the job title opens the position's job description.

**Duty Station** column displays the geographical location of the position.

**Deadline** column displays the closing date for the position. This is the date by which all applications to the position must be received (by midnight of the date posted).

**Sort by** allows you to sort the list by column in ascending or descending order.

If the list of available jobs spans more than one window, use the navigational page buttons i.e. 1, 2, 3, etc.

**Job Network** column displays the group the department/office belongs to.

**Department/Office** column displays the department/office of the position.

**Level** column displays the grade level of the position. The grade level displayed is dependent on the category tab selected, e.g. for Professional and higher the P and D levels are displayed.

**Job Family** column displays the occupational group or sub-group the position belongs to.

Basic searches for job openings can be performed by using keyword descriptions and/or the time when the job opening was posted. Keywords are words, phrases and acronyms used to describe the target job. Keywords can be anything from job titles to required skills.

1. Log in to *inspira*; refer to Getting Started, Section 1.2: Register and Login to *inspira*.
2. On the Careers Home page, in the Basic Job Search section complete the following fields:

- b. Click on the **Apply Now** button to apply to the job opening. Refer to Chapter 8: Applying for a Job Opening, for more information on how to apply to an interested job opening.

**Basic Job Search**

Job Family:

Category:  Level:

Posted:

[Advanced Search](#)

- a. **Job Family** - select the occupational group you are interested in seeking.
- b. **Category** - select the category of the position you are interested in seeking, e.g. P - Professional.
- c. **Level** - select the level of the category of the position you are interested in seeking, e.g. P-4.
- d. **Keywords** - this field is optional but by entering a keyword, you will narrow your search. Keywords are words, phrases and acronyms used to describe the target job and can be anything

from job titles to required skills. You can use the wildcard \* in combination with the keyword, e.g. Program\*, all job openings that contain a word starting with 'Program...' will be retrieved.

e. **Posted** - select the timeframe in which the job openings were posted, e.g. Last Month will retrieve job openings posted on the Careers Portal in the last 30 days.

3. Click on the **Search** button. The **Search Results** section displays job openings that contain the keyword specified and that were posted in the specified timeframe.

*Job Title displays a list of job openings according to their functional titles. Clicking on the job title opens the positions job description*

*View Cancelled Job Openings/Filled from Roster*

Job Title	Level	Job ID	Job Network	Job Family	Department/Office	Duty Station	Deadline
Information Systems Assistant (Roster Test)	G7	18943	Information Systems & Communication Technology	Information System and Technol	DEPARTMENT OF MANAGEMENT	NEW YORK	15/09/11
ACCOUNTANT	P3	18914	Management & Operations Support	Finance	IAAC	ATHENS	24/09/11
Public Information Officer	P3	18912	Public Information and External Relations	Public Information	ADMINISTRATION OF JUSTICE	NEW YORK	21/10/11
Public Information Officer	P3	18913	Public Information and External Relations	Public Information	ADMINISTRATION OF JUSTICE	NEW YORK	21/10/2011
Public Information Officer	P3	18911	Public Information and External Relations	Public Information	ADMINISTRATION OF JUSTICE	NEW YORK	21/10/2011

*Duty Station displays the geographical location of the position*

*Deadline displays the closing date for the position. This is the date by which all applications to the position must be received (at midnight (EST) of the date posted)*

4. Click on the expand icon to view Quick Search criteria which allows you to:

- view the search criteria used;
- enter a new search criteria and perform a new Search; or
- click on the Save Search button and create a Job Alert. Refer to Chapter 8: Applying for a Job Opening.

5. In the **Search Results** section you can:

- Select and apply to the job opening of interest. You can only submit an application to one job opening at a time.
- Click on the **Job Title** to view information about the Job Opening.
- View additional information about the job opening, such as:
  - Level** refers to the category and grade level of the position, e.g. P-2 refers to a professional position that requires a minimum of 2 years of work experience.
  - JobID** refers to a unique system-generated number used to identify the job opening.
  - Job Network** refers to groupings of job families.
  - Job Family** refers to the occupational group or sub-group to which the position belongs.
  - Department/Office** indicates the department/office of the position.
  - Duty station** specifies the location of the position.
  - Deadline** refers to the date when job openings posted on the Careers Portal are taken off (at midnight (EST) of deadline date).

Job Title	Level	Job ID	Status	Job Network	Job Family	Department/Office	Duty Station	Deadline
ACCOUNTANT	P5	18920	Filled from Roster	Management & Operations Support	Finance	IAAC	THESSALONIKI	24/09/2011
ADVISER	P5	18758	JO Cancelled	Economic and Social Development	Programme Management	OSLA NY	AMSTERDAM	16/08/2011
ADVISER	P5	18757	Filled from Roster	Economic and Social Development	Programme Management	OSLA NY	AMSTERDAM	16/08/2011
PERSONAL ASSISTANT - Test (Roster Test)	G7	17887	JO Cancelled	Management & Operations Support	Administration	DM ACCBQ	NEW YORK	06/01/2012

6. Click on the job title to view the job opening.



*Take the time to review and understand the requirements of the position before applying for the job opening.*

7. Once you have reviewed the requirements of the job opening you are interested, from the Job Opening page you can:
  - a. Click on the Email to Friend button to send the job opening to a friend;



*In order to save or apply to a job opening, you must be logged into inspira.*

- b. Click on the Save Job button to save the job opening in your My Saved Jobs folder for retrieval later; or
- c. Click on the Apply Now button to apply to the job opening. Refer to Chapter 8: Applying for a Job Opening, for more information on how to apply to an interested job opening.

### 5.1.4 Advanced Job Search

Registration and Login to *inspira* to perform an **Advanced Job Search** on the Careers Home page is required.



*Staff Members, may search for job openings through the Careers Portal, using their index number and password.*

1. Advanced job search allows you to run a more targeted search by indicating additional criteria such as, Job Locations or Job Families.

2. Log in to inspira; refer to Getting Started, Section 1.2: Register and Login to inspira. On the Careers Home page, in the Basic Job Search box click on the Advanced Search link. The Advanced Job Search page appears. On the Advanced Job Search page, you can fine-tune your search by completing one or more of the following fields:



*Use Clear to reset the fields to the default values when necessary.*

- a. **Job Opening ID** - click on the Look up icon, locate and select a job opening you may be interested in, if known.
- b. **Find Jobs Posted Within** - select the timeframe in which the job opening were posted, e.g. Last Month will retrieve job opening posted on the Careers Portal in the last 30 days.
- c. **Job Title** - enter the posting title of the position, if known.

*Search will retrieve job openings that match the criteria you entered*

*Save Search Criteria allows you to save the criteria you entered as a Job Alert*



- d. *Category* - select a category. Category refers to:
- ASG - Assistant Secretary-General
  - P - Professional and Higher Categories
  - D - Director
  - FS - Field Service
  - G - General Service and Related Categories
  - TC - Trade & Crafts
  - S - Security Service and Public Information Assistant perform support functions
  - I - Interpreter
  - Intern - Intern
  - LT - Language Teacher
  - NO - National Officer
  - USG - Under-Secretary General
  - T - Translator
- e. *Level* - select a level, Level refers to the grade level of the position.
- f. *Duty Station* - select the location(s) where you wish to work; this field contains locations of main offices, regional and sub-regional offices and field mission locations; you can select multiple locations by using the Ctrl key (for individual selections) or the Shift key (for consecutive group selections) keys.
- g. *Department/Office* - select the department/office for the position.
- h. *Job Networks* - select a job network from the list. Job networks are groupings of job families.
- i. *Job Family* - depending on the job network indicated, select the job family or families you are interested in; you can select multiple entries by using the Ctrl (for individual selection) or Shift (for consecutive group selections) keys.
- j. *Enter Keywords* - Keywords are words, phrases and acronyms used to describe the target job and can be anything from job titles to required skills. You can use the wildcard \* in combination with the keyword, e.g. Program\*, all job openings that contain a word starting with 'Program...' will be retrieved.
- k. *Display Results Sorted by* - select how you want the search results displayed.
3. Once you have entered your criteria, you can perform one of the following steps:
- a. Search for job openings that match the specified criteria; or
  - b. Save the specified criteria as a Job Alert by clicking on the **Save Search** button. Refer to Section 5.2: Create a Job Alert for more information on Job Alerts.
4. Click on the Search button. The Search Results section displays job openings that match the specified criteria.

**Job Title** displays a list of job openings according to their functional titles. Clicking on the job title opens the positions job description

**View Cancelled Job Openings/Filled from Roster**

Select	Job Title	Level	Job ID	Job Network	Job Family	Department/Office	Duty Station	Deadline
<input type="checkbox"/>	Information Systems Assistant System Tech	G7	18945	Information Systems and Technology	Information System and Technol	DEPARTMENT OF MANAGEMENT	NEW YORK	15/09/2011
<input type="checkbox"/>	ACCOUNTANT	P3	18914	Management & Operations Support	Finance	IAAC	ATHENS	24/10/2011
<input type="checkbox"/>	Public Information Officer	P3	18912	Public Information Relations	Public Information	ADMINISTRATION OF JUSTICE	NEW YORK	21/10/2011
<input type="checkbox"/>	Public Information Officer	P3	18913	Public Information Relations	Public Information	ADMINISTRATION OF JUSTICE	NEW YORK	21/10/2011
<input type="checkbox"/>	Public Information Officer	P3	18911	Public Information Relations	Public Information	ADMINISTRATION OF JUSTICE	NEW YORK	21/10/2011

**Duty Station** displays the geographical location of the position

**Deadline** displays the closing date for the position. This is the date by which all applications to the position must be received (at midnight (EST) of the date posted)

position, e.g. P-2 refers to a professional position that requires a minimum of 2 years of work experience.

- ii. **JobID** refers to a unique system-generated number used to identify the job opening.
- iii. **Job Network** refers to groupings of job families.
- iv. **Job Family** refers to the occupational group or sub-group to which the position belongs.
- v. **Department/Office** indicates the department/office of the position.
- vi. **Duty station** specifies the location of the position.
- vii. **Deadline** refers to the date when job openings posted on the Careers Portal are taken off (at midnight (EST) of deadline date).



*Take the time to review and understand the requirements of the position before applying for the job opening.*

5. Click on the expand icon to view Quick Search criteria which allows you to:
  - view the search criteria used;
  - enter a new search criteria and perform a new Search; or
  - click on the Save Search button and create a Job Alert. Refer to Chapter 8: Applying for a Job Opening.
6. In the **Search Results** section you can:
  - a. Select and apply to the job opening of interest. You can only submit an application to one job opening at a time.
  - b. Click on the **Job Title** to view information about the Job Opening.
  - c. View additional information about the job opening, such as:
    - i. **Level** refers to the category and grade level of the

7. Once you have reviewed the requirements of the job opening you are interested, from the Job Opening page you can:
  - a. Click on the Email to Friend button to send the job opening to a friend;



*In order to save or apply to a job opening, you must be logged into inspira.*

- b. Click on the Apply Now button to apply to the job opening. Refer to Chapter 8: Applying for a Job Opening, for more information on how to apply to an interested job opening.

### 5.1.5 View Cancelled Job Openings/Filled from Roster

Job openings that have been cancelled or filled from a roster do not appear in your search results. To view these job openings, perform the following steps:

1. On the **Job Search Results** page, click on the [View Jobs Cancelled/Filled from Roster](#) link to view a list of these jobs.

Click icon to view Advanced Search criteria

Job Openings that have been filled with roster candidates or cancelled are no longer available to apply and will not appear in the search results. If you wish to see a list with these Job Openings click [View Jobs Cancelled/Filled from Roster](#)

44 Results Found

Search Results

Job Openings Cancelled/Filled from the Roster								
Job Title	Level	Job ID	Status	Job Network	Job Family	Department/Office	Duty Station	Deadline
<a href="#">ACCOUNTANT</a>	P5	18825	Filled from Roster	Management & Operations Support	Finance	IAAC	THESSALONIKI	24/09/2011
<a href="#">ADVISER</a>	P5	18758	JO Cancelled	Economic and Social Development	Programme Management	OSLA NY	AMSTERDAM	16/08/2011
<a href="#">ADVISER</a>	P5	18757	Filled from Roster	Economic and Social Development	Programme Management	OSLA NY	AMSTERDAM	16/08/2011
<a href="#">PERSONAL ASSISTANT - Test for Rosters UAT</a>	G7	17887	JO Cancelled	Management & Operations Support	Administration	DM ACCARO	NEW YORK	05/01/2012

2. Click on the job title to view the job opening.

### 5.1.6 Search Using My Saved Searches

1. On the **Careers Home** page, click on the **My Saved Searches & Job Alerts** tab.

Your Profile Status: 100% Complete

Careers Home | Job Search | My Profile | My Saved Searches & Job Alerts

#### My Saved Searches & Job Alerts

In order to create a new Job Alert, please click on the [Job Search](#) tab, enter the desired search criteria and click "Save Search Criteria".

Saved Search	Created On	Used as Job Alert	Job alert Email Address	Run Search
PMP4NY	2011-09-16	<input checked="" type="checkbox"/>	writer2@UN.org	<a href="#">Edit</a> <a href="#">Run Search</a>

2. Locate the saved search you wish to run and click on the Run Search button. Job openings matching your saved search criteria appear in the Search Results page.

## 5.2 Create a Job Alert

You can save the job search criteria as a Job Alert and have the results matching the search criteria sent to your specified e-mail address. The Job Alert feature sends out newly posted job openings once per hour. The job search criteria can be edited and the Job Alert notification turned on/off at any time. The saved search criteria can also be deleted as desired.

Registration and Login to *inspira* to create a job alert is required.



*Staff Members, may search for job openings through the Careers Portal, using their index number and password.*



You can create a maximum of five (5) saved searches and Job Alerts and they are valid for 365 days.

Login is required in order to save your job search criteria and to receive job alert notifications

1. Log in to *inspira*; refer to Getting Started, Section 1.2: Register and Login to *inspira*.
2. On the Careers Home page, click on the Job Search tab.

3. Enter your search criteria and click on the Save Search Criteria button.

#### Save Search Criteria & Create Job Alert

In the first line, please enter a name under which your requested job search will be saved. If you wish to save your search criteria and receive e-mails with Job Openings matching your search criteria, please enter your e-mail address and click "Save Search". If you wish to save your search criteria without receiving e-mail notifications, please uncheck the box "Use as Job Alert" and click "Save Search".

- i. Name your search - enter a name for the search criteria (up to 20 characters, it is suggested that you use the position title, level and location, e.g. ProgrMgr/P3/NY).
  - ii. Use as Job Alert - place a checkmark in this box to indicate that you want to use these criteria as a Job Alert. If you do not want to set up a Job Alert for these criteria, leave this field blank.
  - iii. Send Job Alert notification to - if you indicated that you want to use these search criteria as a Job Alert, enter the e-mail address where you wish to receive the job alert notifications. If not, skip this field.
- c. Click on the Save Search button to save the search criteria and job alert. The My Saved Searches page appears with the following information:



You can disable the job alert notification at anytime by removing the checkmark.

Your Profile Status: 100% Complete

Careers Home Job Search My Profile My Saved Searches & Job Alerts

### My Saved Searches & Job Alerts

In order to create a new Job Alert, please click on the [Job Search](#) tab, enter the desired search criteria and click 'Save Search Criteria'.

Saved Search	Created On	Used as Job Alert	Job alert Email Address		Run Search
PMP4NY	2011-09-16	<input checked="" type="checkbox"/>	writer2@UN.org	Edit	Run Search

- i. Saved Search - displays the name of your search;
- ii. Created On - displays the date the search was created;
- iii. Used as Job Alert - indicates that the saved search criteria will be used as a job alert.
- iv. Job Alert E-mail Address - if you selected this search criteria to be a Job Alert as well, then this column displays the e-mail address you specified to which job notifications will be sent;
- v. Edit - allows you to edit the job search criteria and turn the Job Alert notification on or off;
- vi. Delete - allows you to delete the saved search criteria as desired;
- vii. Run Search - allows you to perform a search on the saved search criteria.

This page intentionally left blank.

## Chapter 6: Completing your Profile

### 6.1 Overview

1. The profile includes important personal information i.e. name, address, phone number and e-mail. This information will be used by the United Nations to contact the applicant during the application process. As such, it is important that the applicant keep their profile up-to-date. Changes made at any time in the profile section (e.g. e-mail, home address, additional nationalities, etc.) will be updated automatically in all applications.
2. Applicants are required to state their correct name, date of birth and other personal data and to certify that the information provided is true, complete and correct to the best of their knowledge and belief. Accordingly, an applicant must ensure the correctness of the information provided and cannot claim a right of rectification of his/her recorded representation of facts that are within his/her responsibility and competence. There is no legal obligation on the part of the United Nations to change the official record in respect of a fact originally submitted by an applicant who may potentially become a staff member for the purpose of his/her official record.
3. The Profile consists of several sections, each described below. All required fields must be populated on the two pages of the profile before the profile information can be saved. Applicants are strongly encouraged not to disregard the warning about completing the required fields since this may result in the loss of all data entered in the profile pages.



*If you are a Staff Member, you must follow the guidelines outlined in Section 6.1: My Profile for Serving Staff Members.*

*All fields marked with an asterisk (\*) are required.*



*The My Profile page is comprised of multiple sections. When completing your profile, you should save your entries after completion of each section to ensure no data will be lost.*



*Login is required in order to complete the application.*

*The average time to complete the My Profile section is between 10 to 15 minutes.*

### 6.2 My Profile for Serving Staff Members

1. A serving staff member who has active data on file with OHRM or a local human resources (HR) office will have a pre-existing user profile.
2. A serving staff member is strongly encouraged to first review the accuracy of his/her postal address as pre-recorded in inspira before making any updates to My Profile.
3. The home address represents the permanent address in the staff member's home country. It is therefore important to state the permanent address, normally in the country of nationality, as the Home address. The Mailing address may be the same or may be different.
4. Ensure that all fields in the home address are complete, such as the ZIP code etc. Otherwise, problems may arise in saving information in My Profile.
5. An applicant who is a United Nations Secretariat staff member may update his/her profile information as necessary, except for the Last Name, First Name and Date of Birth fields which are not editable and are pre-populated with information from the system. In the event that a staff member's last name has changed by legal means, he/she should inform the OHRM or the human resources office and present the appropriate supporting documentation.

OHRM or the human resources office will update this information in the system on the applicant's behalf.

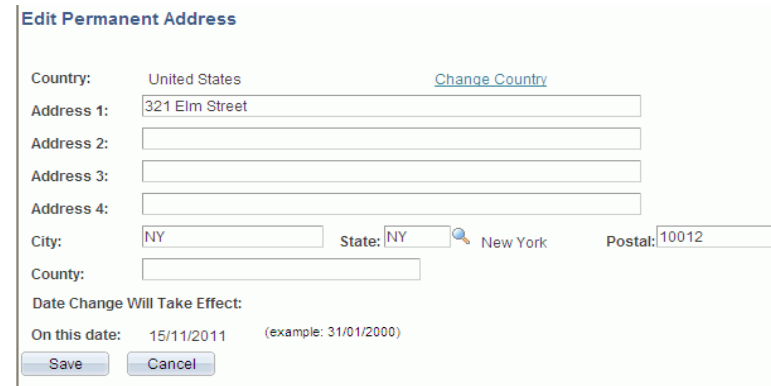
### 6.2.1 Review Permanent and Mailing Address

To review your home and mailing address to ensure they are current and accurate, perform the following steps:

1. Login to *inspira* using your Index Number and password.
2. From the menu, select **Self Service > Personal Information > Permanent and Mailing Address**. The Permanent and Mailing Address page appears.



3. If any of the information is incorrect, click on the Edit button and make the necessary corrections. Remember to click on the Save button after making your correction.



### 6.2.2 Review your My Profile page

Staff members will have their profile information pre-populated. Review the information to ensure it is current and accurate. You can follow the procedures in the My Profile for Non-Staff Members section.

## 6.3 My Profile for Non-Staff Members

1. A non-serving staff who is a first-time user is required to create a profile. A former staff member who has separated from the Organization and who wishes to apply to new job openings is also considered an external applicant. He/she will not have access to any previously completed profile or application and will therefore also be required to create a new login account, fill out a new user profile, and complete a new application.
2. For an applicant who is not a United Nations Secretariat staff member, the First Name and Last Name fields will not be editable once he/she has successfully completed the registration process.



This information will be copied into the applicant's profile and application. Hence it is important to enter the correct first and last names, since stating an incorrect name may have legal consequences at a later stage in the application process.

### 6.3.1 Create your Profile

To prepare your profile perform the following steps:

1. Login to inspira, refer to Section 1.2: Register and Login to inspira. The Home page appears. Select “Main Menu” > “Careers”. The Career Home page appears.
2. On the Careers Home page, click on the My Profile tab. Your profile is comprised of four (4) sections:
  - Personal Details
  - UN Employment
  - Family Details
  - Nationality and Residence

In order for your application to be considered complete, all sections of your profile must be completed. A gauge is provided above the tabs indicating the percentage of completion and each tab within your profile will display a check mark when you have completed the section.

Check mark indicates the section has been completed

Percentage of profile completed

The screenshot shows the 'My Profile > Personal Details' page. At the top right, a gauge indicates 'Your Profile Status: 100% Complete'. Below this are four tabs: 'Personal Details', 'Family Details', 'My Profile', and 'Nationality & Residence'. The 'Personal Details' tab is selected and contains the following fields:

- Name Profile: Dr
- Given Name: John
- Middle Name:
- Family Name: Harvey
- Other Name:
- Primary Email: john@un.org
- Alternate Email: john@un.org
- Date of Birth: 11/02/1974
- Gender: Male
- Business Phone: Home Phone: 3456789101
- Call Phone: 123456789
- Address Details:
  - Permanent Address:
    - Country: United States
    - Address 1: 345 Madison Ave
    - Address 2:
    - Address 3:
    - City: New York
    - State: New York
    - Postal: 10017
    - County:
  - Current Address:
    - Country: United States
    - Address 1: 345 Madison Ave
    - Address 2:
    - Address 3:
    - City: New York
    - State: New York
    - Postal: 10017
    - County:

#### 6.3.1.1 Personal Details

##### Biographical Information

This section displays your login information that you entered during registration. Non-staff members will be able to edit the information that appears in this section with the exception of Name. Staff members cannot edit their Biographical Information, Telephone Numbers or Permanent Address. The screen below depicts the page for non-staff members.

Staff Members cannot edit their Biographical information, Telephone Numbers or Permanent Address



The primary e-mail address is the one that will be used by the United Nations for all correspondence about your application and will be used by inspira to authenticate your identification if you should forget your User ID or Password.

- e. **Date of Birth** - displays the date of birth you entered upon registration.
- f. **Gender** - displays the gender you entered upon registration.

#### Telephone Numbers

This section allows you to enter the phone numbers where you can be reached by the United Nations. You can provide more than one phone number.



When entering the phone number, include the country code, area code, number and, where, extension number.

#### Address Details

Permanent address refers to your permanent residence, typically in your home country or country of nationality, irrespective of where you may currently reside. In the Permanent Address section, complete the following information:

1. **Country** - select the appropriate country.



The address fields may change depending on the country selected.

2. **Address 1 through Address 3** - indicate the street name and/or number. Include a comma after the street name for easier readability on the print version.
3. **City** - indicate the name of the city, town or village. Include a comma after the city name for easier readability on the print version.

1. The following fields can not be changed and they appear as entered when your account was created; Name Prefix, Given Name, Middle Name, Family Name, and Other Name.
2. The following fields can be changed by non-staff members.
  - a. **User Name** - displays your user name created during the registration process.
  - b. **Password** - displays the encrypted version of your password created during the registration process.
  - c. **Primary and Alternate E-mail** - displays
  - d. **Primary and Alternate E-mail** - displays the E-mail address you entered upon registration.

4. *State* - indicate the name of state, if any.
5. *Postal* - indicate the postal code.
6. *County* - indicate the name of county, if any.
7. *Current Address* - indicate your current address if different from your permanent address. If your current address is the same as your permanent address, select the *Same as Permanent* field.
8. Click on the **Save** button to save your entries.

### 6.3.1.2 Family Details


The applicant must provide information with regard to his/her marital status and dependency status of his/her spouse or partner. Only one spouse or partner is recognized by the Organization.

### Marital Status

1. *Marital Status* - select your marital status. If you indicated Single or Widowed, then the following fields are not required. For all other selections, complete the following fields:
  - a. *Family Name* - enter the family name of your spouse or partner.
  - b. *Given Name* - enter the given name of your spouse or partner



*The Calendar defaults to the present date. Make sure to update the default values by selecting the appropriate month, year and date.*


- c. *Date of Birth* - click on the Calendar  icon and select the month, year and day when your spouse or partner was born.
- d. *Nationality* - select from the list the nationality of your spouse or partner
- e. *Gender* - select the gender of your spouse or partner.
- f. *Employment Status* - select the employment status of your spouse or partner.
- g. Proceed to the next question.
2. *Do you have dependent children?* - indicate whether you have any dependent children, including stepchildren and legally adopted children, where applicable. If Yes, complete the following fields. If No, proceed to the Relatives employed by the UN section.

- a. *Family Name* - enter your child's family name.

b. *Given Name* - enter your child's given name.



*The Calendar defaults to the present date. Make sure to update the default values by selecting the appropriate month, year and date.*

- c. *Date of Birth*: - click on the Calendar  icon and select the month, year and date when your child was born.
- d. *Nationality* - select from the list the nationality of your child.
- e. *Gender* - select the gender of your child.
- f. *Relationship* - select your relationship to the child specified.

3. Repeat the above steps for each dependent child, click on the **Add Another Child** button.

4. Proceed to complete the Relatives employed by the UN section.

*Relatives employed by the United Nations*

Applicants should provide information regarding family members i.e. siblings, parents, children, and spouse or partner, who are currently employed with the United Nations Secretariat, another United Nations entity or another public international organization.

The Staff Rules requires that appointments of family members within the same organization i.e. to family relationships within the United Nations Secretariat exclusively and not to family relationships with any of the separately administered agencies, funds and programmes of the United Nations, including UNDP, UNFPA, UNHCR, UNICEF and UNOPS and not specialized agencies.

An appointment shall not be granted to a person who is the father, mother, son daughter, brother, sister, step-child or step-sibling of a staff member. The spouse/partner of a staff member may be appointed provided that:

- he/she is fully qualified for the post for which he/she is being considered;
- he/she is not assigned to serve in a post which is superior or subordinate in the line of authority to the staff member to whom he/she is married; and

- none of the two participate in the process of reaching or reviewing an administrative decision affecting the status or entitlements of the staff member to whom he/she is married.

5. *Are any of your relatives employed by the United Nations Secretariat, another UN entity or by another public international organization?* -indicate whether you have any relatives employed by the United Nations. If Yes, complete the following fields. If No, proceed to the next step.

\*Are any of your relatives employed by the United Nations Secretariat, another UN entity or by another public international organization?  Yes  No

Please list your relatives employed by United Nations

	Family Name	Given Name	Relationship	Index Number (if known)	Organisation	
1	Never	Hanne	Sister			

- a. *Family Name* - enter your relative's family name.
- b. *Given Name* - enter your relative's given name.
- c. *Relationship* - select your relationship to the relative specified.
- d. *Index Number* - enter your relative's index number, if known.
- e. *Organization* - select the United Nations organization where your relative works.

6. Repeat the above steps for each relative employed by the United Nations, click on the **Add Another Relative** button.

7. Proceed to complete the Emergency Contact section.

*Emergency Contact*

8. Emergency Contact indicates the person to contact in case of an emergency. In the Emergency Contact section, complete the following information:

Emergency contact

Please enter an emergency contact

	Name	Phone Number	Relation
1			

- a. *Name* - enter the name of your contact.

- b. *Phone Number* - enter the phone number of your contact including the country code, area code, number and, where applicable, extension number.
- c. *Relation* - indicate your relation to the contact person.

Click on the **Save** button to save your entries before proceeding to the Nationality and Residence section.

### 6.3.1.3 Nationality and Residence

Nationality indicates your country or, in case of multiple nationalities, countries of nationality and residence. Where legal steps have been taken or are about to be taken to change your country of nationality, these are also indicated here. In the Nationality section, complete the following information:

An applicant may attach a scanned copy of the first page of his/her passport. If a passport is not available, an ID card, or a birth certificate may be used.

**My Profile > Nationality & Residence**

The profile pages contain your contact details including name, address, phone number and other relevant information. Changes made to your contact details on these pages will be updated on all of the jobs you have applied to.

Country of nationality: France

**Nationality at birth:**

Country of Nationality at birth		
1 Afghanistan		
2 Bahamas		
3 Cambodia		

**Have you taken any legal steps toward changing your present nationality?**  Yes  No

**Legal permanent residence in other countries:**

Country	Effective or expected date	Please describe briefly
1 Australia	31/03/2010	This is a brief description of changing nationality to Australia
2 Cambodia	31/03/2010	This is a brief description of changing nationality to Cambodia

**Other information:**

Do you need any assistance to perform the work related to the position for which you are applying?  Yes  No

If Yes, physical assistance: Hearing aid

If Yes, please explain briefly: Brief explanation of hearing aid physical.

Working for the United Nations might require an assignment to any area of the world in which the United Nations might have responsibilities. Do you need any assistance to travel?  Yes  No

If Yes, physical assistance: Visual aid

If Yes, please explain briefly: Brief explanation of visual aid physical.

1. *Country of nationality* - select your country of nationality.
2. *Country of Nationality at Birth* - select your country of citizenship at birth.
3. If you have more than one nationality at birth, click on the **Add Another Nationality at birth** button, if applicable.
4. *Have you taken any legal steps toward changing your present nationality?* - indicate any legal initiatives you have taken to become a citizen or national of another country, where applicable. If you answered No, these fields are disabled, proceed to the next question.

\*Have you taken any legal steps toward changing your present nationality?  Yes  No

Please list the legal steps you have taken towards changing nationalities

*Country	Effective or expected date	Please describe briefly	
1 Argentina	25/07/2012	Applied for Argentinian citizenship	

Add Another Step Taken

- i. *Country* - select the country where you aspire to receive citizenship or are already a citizen.



*The Calendar defaults to the present date. Make sure to update the default values by selecting the appropriate month, year and date.*

- ii. *Effective or expected date* - click on the Calendar icon and select the month, year and date when the citizenship in another country took effect or is expected to take effect.
- iii. *Please describe briefly* - enter explanatory notes related to your change of nationality.

5. *Do you have multiple nationalities?* - indicate whether you possess multiple nationalities. If Yes, complete the fields in Nationalities. If No, these fields will be disabled, proceed to the next question.

Do you have multiple nationalities?  Yes  No

Do you have multiple nationalities?

*Nationality	Explanation	
1 Benin		

Add Another Nationality

- a. *Nationality* - select your country (or countries) of nationality.
  - b. *Explanation* - enter a brief description of your nationality.
  - c. If you are a citizen or national of more than one country, click on the **Add Another Nationality** button, if applicable.
6. *Have you taken legal permanent resident status in any country other than your current nationality?* - indicate whether your permanent address is in a country other than the country of your current nationality. If Yes, complete the fields in Legal permanent residence in other countries. If No, these fields will be disabled, proceed to the Attachment section.

\*Have you taken legal permanent resident status in any country other than your current nationality?  Yes  No

Please list the legal permanent residence in other countries

*Country	Date	
1 Bosnia and Herzegovina		

Add Another Legal Permanent Residence



*The Calendar defaults to the present date. Make sure to update the default values by selecting the appropriate month, year and date.*

- a. *Country* - select the country (or countries) where you have lawfully applied for permanent residence or where you are already a legal permanent resident.
- b. *Date* - click on the Calendar icon and select the actual or expected month, year and date when the legal permanent resident status took or is expected to take effect.

- c. If you are a permanent resident of more than one country, click on the **Add Another Legal Permanent Residence** button, if applicable.



To remove an entry, click on the *Delete* icon, if necessary.

- 7. **Attachments** - you may attach a scanned copy of the first page of your passport. If a passport is not available, preferably an ID card or a birth certificate may be used.

My Attachments and Cover Letters  
Add Attachments

Attachments

\*Attachment Type: Additional Information

\*Attachment Purpose: ePas

[Add Attachment](#)

Save & Return Save & Add More Cancel

Click on the [Add Attachment](#) link to add attachments to your application.

- a. Click on the Browse button, locate and select the file to attach. The file path will appear in the Browse field.
- b. Click on the Upload button to attach the document. The attachment will appear in the Attachment section.

Repeat the above steps for each attachment. The total size of all attachments cannot exceed 1Mb.

## 8. Other Information



*The Organization is committed to promote the employment and social integration of persons with disabilities, accommodation must be made for individuals with disabilities to ensure the full enjoyment or exercise on an equal basis at the work place, if and when required. It is in this context that the Organization inquires about the need for physical assistance.*

Complete the following fields:

- a. *Do you need any assistance to perform the work related to the position for which you are applying?* - indicate whether you require any special accommodations due to a disability. If Yes, complete the fields that follow. If No, proceed to the next question.
  - i. If Yes, physical assistance - select the type of physical assistance needed to perform your work.
  - ii. If Yes, please explain briefly - enter a brief description of the physical assistance required to perform your work.
- b. *Working for the United Nations might require assignment to any area of the world in which the United Nations might have responsibilities. Do you need any assistance to travel?* - indicate whether you require any special accommodations due to a disability when travelling for United Nations business. If Yes, complete the fields that follow. If No, proceed to the next question.
  - i. If Yes, physical assistance - select the type of physical assistance needed to travel.

If Yes, please explain briefly - enter a brief description of the physical assistance required to travel.

This page intentionally left blank.



## Chapter 7: Completing the Application Form

### 7.1 Introduction

1. Once the profile information is saved, an applicant can create an application.
2. To create, update or submit an application, the applicant must login to the system. Since the application will be used to evaluate an applicant's eligibility and suitability for the job opening, it is recommended that the applicant prepare the application in advance even when there is no immediate intention to apply for a job opening to ensure a precise and effective application. In addition, once a position of interest has been identified, the application process has already been started.
3. A draft application is an application that has been created and saved but not yet submitted to a particular job opening. The draft application can be updated and used later at the applicant's own convenience, to apply to different job openings or a new version of the application can be created.
4. The latest update is the version that is automatically saved by the system and to which returning users are directed by the system. It is recommended that the applicant regularly Save the application as he/she is filling out the form so as not to lose data already entered. The applicant may use one of the prepared applications to apply to one or several vacancies simultaneously. Once an application is submitted to a particular job opening, it cannot be altered any longer for this specific application process.
5. Fully or partially completed draft application(s) can be accessed through the inspira Careers Home page. The status of a submitted application changes accordingly as it goes through the recruitment and selection process. The Application Date/Time display helps an applicant keep track of the different versions of applications that he/she has previously saved (draft) or submitted. The date stamp

corresponds to the date when the application was first created and saved.

6. It is recommended that the applicant update every application and highlight the salient points in his/her background in relation to the job opening of interest. The more time and thought allotted in putting the application together, the more precise and effective the application will be. It is recommended to perform a spell check on the text entries made wherever the Spell Check icon is provided. Once an application is submitted to a particular job opening, it can no longer be altered for this specific application process.

*A resume or CV is not accepted and is considered neither a substitute nor a complementary document to a duly completed application. A resume or CV may serve as a supporting document but will not be considered in the evaluation process as the main source of information. Any supplemental information or documentation that the Organization may require will be requested in the course of the application.*



*All fields marked with an asterisk (\*) are required fields that need to be completed. When completing the application, remember to save regularly to avoid losing information as the system times out every sixty (60) minutes. Click on Save after completion of each application section in order to save all entries made, otherwise all data entered will be lost after the applicant logs out.*

## 7.2 Prepare your Application

*inspira* allows you to:

- prepare your application either when you apply to a job opening, or
- draft and save one or more fully or partially completed draft applications without applying immediately to a job opening.



*Since the application will be used to evaluate your eligibility and suitability for the job opening, it is recommended that you prepare your application in advance even when there is no immediate intention to apply for a job opening to ensure a precise and effective application. You will have the opportunity to adjust your application to the requirements of the job opening when you apply to the position.*

To prepare your application perform the following steps:

1. Login to *inspira*, refer to Section 1.2: Register and Login to *inspira*. In order to access the Careers Home page, complete the following steps:

### For External applicants

- Main Menu
- Careers

### For Staff Members

- Main Menu
- Self-Service
- Recruiting Activities
- Careers

*Login is required in order to complete the application.*



*The average time to complete the application with 1 current and 4 previous work experiences is between 90 to 120 minutes.*

*To complete your application regardless whether you are applying to a position, click on the Create Draft Application*

Application	Level	Job ID	Status	Withdraw	View/Print PHP*	Creation Date	Application Date
ADMINISTRATIVE AND FINANCE OFFICER	P3	18867	Draft		View/Print PHP*	13/09/2011 4:18PM	
No Job			Draft		View/Print PHP*	13/09/2011 4:17PM	
No Job			Draft		View/Print PHP*	09/09/2011 1:44PM	
No Job			Draft		View/Print PHP*	08/09/2011 1:40PM	
ADMINISTRATIVE AND FINANCE OFFICER	P3	18865	Draft		View/Print PHP*	08/09/2011 1:31PM	

*All applications, whether submitted to a position or not will appear in your 'My Applications' section*

2. Click on the **Create Draft Application** button in the My Career Tools section. The **Apply Now** page appears.



*You must complete your profile before you can complete your application. Otherwise, a message appears indicating that your profile is incomplete and must be completed before you can apply to a position.*

*Read the information and select Confirm*

*Determine whether you want to import information from an existing application, if applicable or prepare a new application*

*The last application created appears here, but you can search and select any other existing application, if applicable.*

3. On the **Apply Now** page, select *Confirm*
4. In the Select how to start your application section, select one of the following methods:
  - a. *Build New Application* - allows you to create an application from scratch. It opens a blank application form.
  - b. *Choose Existing Application* - allows you to import information

from an existing application and modify it, regardless whether it has been already submitted to a position. By default the last created application appears in the **Source Application Information** section.

- i. Click on the **Lookup** icon and select the application you wish to use and modify.
5. Click on the **Continue** button. The **Complete Application** page appears.

6. The **Complete Application** page is comprised of seven (7) sections:

- **Screening Questions**
- **Preferences**
- **Education and Work Experience**
- **Skills**
- **References**
- **Cover Letter and Additional Information**
- **Preview and Submit**



*It is not necessary to complete the entire application at once. However, before exiting the application you must click on the **Save** button to save your entries. If you do not, when you exit the application all your entries will be lost.*

## 7.2.1 Screening Questions

This section is blank, but will be populated with questions that are relevant to the position when you apply to a position.

## 7.2.2 Preferences

Indicate your preferred field of work and preferred work location(s) in this section. You can also sign up for the Job Alert which will send you e-mail notifications on newly posted job openings based on the criteria specified in your preferences. Complete the following information in this section.




*All fields marked with an asterisk are required fields. Make sure you click on Save after completion of each section.*

1. *How did you come to apply for employment with the UN?* - select from the list which media you used to find the position in the Organization. If the media is not in the list, then select Other. Media can be a job board, job fair, newspaper, recommendation from a colleague, etc.
  - a. *If Other* - if Other was selected in the previous field, then enter a brief explanation about how you heard about the position in the Organization. Up to 256 characters may be entered.
2. *Would you accept short-term assignments of less than 12 months?* - indicate whether you would be interested in a short-term assignment by selecting the appropriate answer.
3. *Are you interested in working as a consultant?* - indicate whether you would be interested in working as a consultant in the United Nations by selecting the appropriate answer. Consultants are not employees of the United Nations.

4. *Are you interested in working on a part-time basis?* - indicate whether you would be interested in working part-time for the United Nations by selecting the appropriate answer.



*The Search Results section of the look-up table displays the first 300 results that match the entered criteria in one or several pages. To view all 300 results, click on View All link. To narrow your search in order to find the desired value within the first 300 results perform a more targeted search to reduce the number of results displayed. To sort your results alphabetically or numerically in ascending or descending order, click on the underlined title of the respective column in the top blue bar.*

5. *Preferred Main Offices* - if you are interested in working in one of the United Nations main offices, select the office from the list.
6. *Other Preferred Offices* - if you are interested in working in one of the United Nations regional or sub-regional offices, click on the Look up  icon and select the desired offices).

The Office for the Coordination of Humanitarian Affairs, the Office of the United Nations High Commissioner for Human Rights, the United Nations Office on Drugs and Crime and the United Nations Environment Programme, have opened regional and country offices all over the world to enable them to respond more rapidly to emerging issues that require their expertise and assistance. In addition, the United Nations Conference on Trade and Development is located in Geneva with an office in New York while the Office of Internal Oversight Services, based in New York, offers services wherever its services are required around the globe.

- a. Click on the **Add Other Preferred Office** button to specify more than one regional or sub-regional office. You can specify up to five (5) offices. To remove the office, click on the Delete icon, if necessary.
7. *Field Missions* - if you are interested in working in one of the United Nations field missions, select the desired Field Mission(s).
    - a. Click on the Add Field Mission button to specify more than one field mission. You can specify up to five (5) field missions. To remove the field mission, click on the Delete icon, if necessary.



*A field mission supports peacekeeping operations or special political missions and may be designated as a family-mission or a non-family mission.*

8. *Job Family* - select from the list the job family(s) of interest. Job family refers to a group of occupations based upon work performed, skills, education, training and credentials.
  - a. Click on the **Add Job Family** button to specify more than one job family. You can specify up to five (5) job families. To remove the job family, click on the Delete icon, if necessary.

9. Click on **Save** to save all entries made; otherwise all data entered will be lost after you log out. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click **Save**.
10. After you have completed all the required fields in the **Preference** section, you are now ready to complete the **Education and Work Experience** section.

### 7.2.3 Education and Work Experience

Provide details on your work history, educational institutions attended, and diplomas/degrees or equivalent academic qualifications obtained.

It is important to complete all information about your education and work experience accurately. This information will be used for system-automated pre-screening and it serves as the basis for evaluating your eligibility and suitability for a job opening.

Appointment at the United Nations is subject to satisfactory and complete verification of academic qualifications and employment verification, reference checks on the information stated in these sections are undertaken for candidates under closer consideration. A candidate for whom reference checks are conducted is notified accordingly.

1. Click on the **Education and Work Experience** button, the **Education and Work Experience** page appears.

Complete Application > Education and Work Experience

You are applying for: [ACCOUNTANT](#)

Screening Questions
  Preferences
  Education & Work Experience
  Skills
  References
  Cover Letter & Additional Information
  Preview & Submit

[Save](#) [Close](#)

**\*UN Employment Status**

I have never worked for a United Nations Common System entity.  
 I'm currently working for a United Nations Common System entity.  
 I have previously worked for a United Nations Common System entity.

**Work Experience**

Employer	Job Title	Start Date	End Date
Central Bank of India	Administrator	12/04/2010	Current

**Add Work Experience**

**Education Details**

Last schooling, universities or other formal training or education from age 14 (e.g., high schools, technical schools or apprenticeships, universities, etc.):

**Higher (your advanced/university degrees)**

You have not added any higher education/university degrees information to your application.

**High School/Secondary education**

You have not added any high school/secondary education information to your application.

**Non-UN Certificate/Diplomas**

You have not added any certificate/diplomas information to your application.

**Add Education Details**

[Save](#) [Close](#)

### 7.2.3.1 UN Employment

This section allows you to indicate whether you are currently employed by the United Nations. In the Employment with the UN section, complete the following information:

Complete Application > Education and Work Experience

You are applying for: [ACCOUNTANT - TEST FOR CR637](#)

Screening Questions
  Preferences
  Education & Work Experience
  Skills
  References
  Cover Letter & Additional Information
  Preview & Submit

[Save](#) [Close](#)

**\*UN Employment Status**


I have never worked for a United Nations Common System entity.  
 I'm currently working for a United Nations Common System entity.


\*Which UN entity are you working for?  United Nations Secretariat


\*For which office of the United Nations Secretariat are you working?




\*UN Index number:

\*Type of appointment or relationship with the organization:

\*When did you first commence employment with the United Nations?  

\*Expiration date of current contract:  

1. **United Nations Employment Status** - select one of the following options:
  - *I have never worked for a United Nations Common System entity.*
  - *I'm currently working for a United Nations Common System entity.* If selected, complete the additional fields.
    - *Which UN entity are your working for?* - select the UN entity where you work.
    - *UN Index number* - enter your index number.
    - *Type of appointment or relationship with the organization* - select the type of appointment you hold
    - *When did you first commence employment with the United Nations?* - click on the Calendar  icon and select the date you started your appointment.

- *Expiration date of current contract?* - click on the Calendar  icon and select the date when your contract is expected to end. It cannot be a date prior to the current date.
- *I have previously worked for a United Nations Common System entity?* If selected, complete the additional fields:
  - *For which UN entity are you working for?* - select from the list the UN entity where you work(ed).
  - *Type of appointment or relationship with the organization* - select the type of appointment you held from the list. If your appointment is not on the list, select Other.
  - *From* - click on the Calendar  icon and select the month, year and date when you first started employment with the United Nations.
  - *To* - click on the Calendar  icon and select the month, year and date when you completed your contract with the United Nations.
- *Reason for separation* - indicate the reason for your separation from the United Nations.

### 7.2.3.2 Work Experience

1. Click on the Add Work Experience button. The Add Work Experience page appears




*If you held more than one position with the same employer, enter each position separately.*

Application  
Add Work Experience

Save Cancel

Enter Employment Details

\*Job Title   Present Job  
 \*From:   Indicate Notice Period  Weeks  
 \*Is this a civil servant position in your government?  Yes  No  
 \*Is this a position in the UN Secretariat?  Yes  No  
 \*Is this a position in another UN entity?  Yes  No

Employee Details

\*Name of Employer   
 \*Employer's Phone  Fax   
 Website of Employer   
 \*Name of Supervisor   
 Supervisor's e-mail address   
 \*Do you have any objections to contact your current employer for references?  Yes  No

Non-UN Employer Address

\*Country:  Afghanistan  
 \*Address 1:   
 Address 2:   
 Address 3:   
 City:  State:   
 Postal:   
 County:

Employment Details

\*Type of Business   
 If Other, please explain   
 \*Job Family   
 \*Field of Work   
 Area of Speciality   
 If your exact choice is not listed in the drop-down menus, please select the closest relevant option and explain in the "Additional Comments".  
 \*Employment type

Please provide information

No. of employees supervised  Kind of employees directly supervised

\*Description of duties  
 Please enter a maximum of 2500 characters.

\*Summarize your achievements  
 Please enter a maximum of 3700 characters.

\*Reason for leaving  
 Please enter a maximum of 1500 characters.

Save Cancel

2. Complete the following sections about your current and past employers.


Starting with your present employer, list every position held in reverse chronological order. Duly complete all fields and indicate every employment held from age 18 and higher - including service in the armed forces and internships. Note any period during which you were not gainfully employed. In cases where you worked with one employer but held several positions, you must indicate every job title held separately. This is important in determining your eligibility and suitability.



*All fields marked with an asterisk are required fields. Reference to the position in the following text refers to the position held and not the position to which you are applying.*

- a. Enter Employment Details:

Employer Details	
*Name of Employer	<input type="text" value="Google"/>
*Employer's Phone	<input type="text" value="222/222-2222"/> Fax <input type="text"/>
Website of Employer	<input type="text" value="google.com"/>
*Name of Supervisor	<input type="text" value="Eric Schmidt"/>
*Supervisor's e-mail address	<input type="text" value="sir@gmail.com"/>
*Do you have any objections to contact your current employer for references? <input type="radio"/> Yes <input checked="" type="radio"/> No	

- i. *Job Title* - enter your functional title at this employer.
- ii. *Present Job* - by default, a check mark appears in the box; if this is not your current employer, remove the check mark.
- iii. *From* - click on Calendar  icon and select the date you started working with this employer.
- iv. *To* - this field is enabled if this is not your current position. If enabled, click on Calendar icon and select the date you started working with this employer.

- v. *To* - this field is enabled if this is not your current position. If enabled, click on the Calendar icon and select the date you left this particular job.
- vi. *Indicate Notice Period* - this field is enabled only if this is your current employer. Enter the number of weeks required to submit a notice of separation/resignation from this position.
- vii. *Is this a civil servant position in your government?* - indicate whether the position you held was a civil servant position with your government of nationality.
- viii. *Is this a position in the UN Secretariat?* - indicate whether this position was with the UN Secretariat. If "Yes", proceed to "Type of contract, appointment or relationship to the Organization". Please indicate the category and level of the position. If "No", proceed to the next question.
- ix. *Is this a position in another UN entity?* if you answered "No" in the preceding step (viii), then indicate whether this position was with another UN entity. If "Yes", proceed to "Type of contract, appointment or relationship to the Organization" - please indicate the category and level of the position. If "No", proceed to "Job Title".

3. Proceed to the **Employer Details** section and complete the following information.


:

Employer Details	
*Name of Employer	<input type="text" value="Google"/>
*Employer's Phone	<input type="text" value="222/222-2222"/> Fax <input type="text"/>
Website of Employer	<input type="text" value="google.com"/>
*Name of Supervisor	<input type="text" value="Eric Schmidt"/>
*Supervisor's e-mail address	<input type="text" value="sir@gmail.com"/>
*Do you have any objections to contact your current employer for references? <input type="radio"/> Yes <input checked="" type="radio"/> No	

- a. *Name of Employer* - enter the name of your employer. If the name is longer than the field, use the abbreviated name.



Provide the full name of the employer in one of the address fields (Address 2 or Address 3) under the Employer Address section.

- b. *Employer's Phone/Fax* - enter the telephone and fax number of the employer, including country code, area code, number and, if applicable, extension number.
  - c. *Website of Employer* - enter the employer's website URL address.
  - d. *Duty Station* - this field appears only if the position is/was with the United Nations Secretariat or a United Nations entity. Click on the  icon and select the duty station (location) where you served (worked) or are currently serving (working).
  - e. *Name of Supervisor* - enter the name of your supervisor at this employer.
  - f. *Supervisor's e-mail address* - enter the active e-mail address of your supervisor or the appropriate HR contact available to confirm your employment at the specified employer.
  - g. *Do you have any objections to contact your current employer for reference?* - this field is enabled only if this is your current employer. Indicate whether the United Nations can contact your current employer for a reference. If you do not want the United Nations to contact your current employer, select Yes.
 

*If yes, please explain* - this field is enabled only if you selected Yes in the previous field. Explain briefly why you object to contacting your current employer.
4. If this is a non-United Nations position, the **Non-UN Employer Address** section will be displayed, proceed to complete this section.

- a. In the **Non-UN Employer Address** section, complete the following information. If the name of employer is longer than the Name of Employer field will accept, provide the full name of the employer in one of the address fields (Address 2 or Address 3).

Employer address refers to the employer's headquarter location, not where the applicant has worked which may be different. Indicating the employer's address is necessary as for candidates under closer consideration, the employment history is verified.

- i. *Country* - select the appropriate answer from the drop-down. This is your employer's headquarter location, not where you worked which may be different. The location where you worked is indicated in a separate field.



*The address fields may change depending on the country selected.*

- ii. *Address 1 through Address 3* - indicate the street name and/or number. Include a comma after the street name for easier readability on the print version.



*You can use the non-required Address fields (Address 2 or Address 3) to provide the full name of your employer including the Department/Organizational Unit, as applicable.*

- iii. **City** - indicate the name of the city, town or village. Include a comma after the city name for easier readability on the print version.
  - iv. **State** - indicate the name of state, if any.
  - v. **Postal** - indicate the postal code.
  - vi. **County** - indicate the name of country, if any.
2. Proceed to the **Employment Details** section and complete the following information.

The screenshot shows the 'Employment Details' form. It contains several dropdown menus and text input fields. The 'Type of Business' is set to 'Consulting', 'Job Family' to 'Administration', and 'Field of Work' to 'Administrative specialists'. The 'Area of Speciality' is empty. The 'Employment type' is 'Full Time' and 'Kind of employees directly supervised' is 'Consultants'. There are three text areas for 'Description of duties', 'Summarize your achievements', and 'Reason for leaving', each with a character limit. The form has 'Save' and 'Cancel' buttons at the bottom.



*If you do not see the an exact match, please select the closest relevant option.*

- a. **Type of Business** - indicate the business sector this employer belongs to, such as, Consulting, Government, International Organization, Non-Government Organization (NGO), Private Sector, Self-Employed and Services. If the applicable business sector is not in the list select 'Other'.
  - *If Other, please explain* - if Other was selected, explain the nature of business in this field.
- b. **Job Family**- select from the list the job family that best describes the field of work or similarity of functions. A job family is a group of occupations based upon work performed, skills, education, training and credentials.
- c. **Field of Work** - select from the list of work that best describes your experience.
- d. **Area of Specialty** - click on the Lookup icon and select from the list. Area of specialty refers to the specific skills or knowledge performed on the job. Only areas of specialty associated with the selected Field of Work will appear in the list.
- e. **Employment type** - select the type of employment held at this employer, e.g. full time, part time, intern or other.
 

*Please note that any experience listed as “other” will not be counted as qualifying experience.*

*Please provide information* - describe the position you hold/ held if not a full time position, i.e: “Part time employee because I was attending school for my degree.”.
- f. **Currency** - click on the Look-up icon and select the currency code in which you were/are paid. You can also type in the currency code, if known.
- g. **Number of Employees Supervised** - if you held a supervisory role, enter the number of employees you directly supervised.

h. *Kind of Employees directly Supervised* - select the type of employees you directly supervised.

i. *Description of duties* - describe the tasks performed on the job on a daily basis.

Duties describe the specific responsibilities of the job. They accurately reflect what the applicant is doing or has done in each job he/she has held. The character limit for this field is 2,500 characters.

It is recommended to review each application and update it as necessary, or target it to reflect appropriately the suitability for the job opening to which an applicant is applying. Updates will not affect the content of applications previously submitted for other vacancies.

j. *Summarize your achievements* - describe what you have accomplished and achieved during the stated period of employment, as opposed to the tasks performed on a daily basis.

The applicant should describe what he/she has accomplished and achieved during the stated period of employment as opposed to the tasks performed. The character limit for this field is 3,700 characters.

Achievements describe in specific terms “how well” an individual did in his/her job. Were the expectations exceeded? Did an applicant solve a particular problem or introduce an innovative solution? If so, how was this done? When writing achievements, it may help to think of job responsibilities from a cumulative perspective, i.e. the applicant’s adherence to standards with respect to rules, regulations, procedures, meeting deadlines, etc. In addition, the following questions may help: Has the applicant been involved in any projects? What feedback and recognition has he/she received from his/her supervisor or colleagues? An additional source of information could be performance appraisals (e-PAS(es) for United Nations staff) which reflect the results that an applicant has achieved.

k. *Reason for leaving* - briefly explain why you separated from this position/employer.

l. Once you have entered all the required information, click on the **Save** button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the **Save** button. The **Education and Work Experience** page appears.



*If you choose to Cancel, your data will not be saved. Or if you decide to complete the remainder of your application at a later date, be sure to save all your entries before you sign out of inspira, otherwise your entries will be lost.*

m. On the **Education and Work Experience** page, click on the **Save** button to save all entries.

Repeat the above steps for each employer and position held by clicking on the **Add Work Experience** button. Otherwise, proceed to complete the **Education Details** section.



*Remember, if you held more than one position with the same employer, enter each position separately.*



*If you choose Cancel your data will not be saved. Or, if you decide to complete the remainder of your application at a later date, be sure to save all your entries before you sign out of inspira, otherwise your entries will be lost.*

### 7.2.3.3 Education Details

Starting with the highest education level obtained, list the schools and universities you have attended from age 14 and higher in reverse chronological order, and duly complete all fields. UN Trainings, if any, are indicated under Skills described in the next section.

When evaluating academic credentials of staff members and applicants, the United Nations is guided by the “World Higher Education Database (WHED)” compiled by the United Nations Educational, Scientific and Cultural Organization’s (UNESCO) and the International Association of Universities (IAU). This database provides a comprehensive list of higher education institutions sanctioned or accredited by competent national authorities in participating countries (referred to as the “IAU/UNESCO List”).

Taking fully into account that the Member States have different education systems, the United Nations references the credential level determined by competent national authorities conferred by an institution in the participating countries provided in the IAU/UNESCO List. This credential level is therefore referenced and used to determine the equivalence of the applicant’s degree.

#### Scenario 1 - Institutions listed in IAU/UNESCO

##### Step 1 - Adding Education Details

Click on the Education & Work experience tab. Click on the “Add Education” button. The Add Education Details page will be opened.

- Click on the **Add Education Details** button. The **Add Education Details** page appears.



##### Step 2 - Navigating “Add Education Details Page”

For the Add Education Details page, please ensure that the following required fields, indicated with an asterisk (\*), are completed:

- Click on the dropdown “*Type of Institution*” and select “*University/Tertiary*”.
- Select country where attended.
- For the question “*Attended in the same country?*” select “Yes”. If you did not study in the same country, please select “No” and proceed to complete “*Country where attended*”.
- Type in the “*City*” where attended.
- Click on the “*Name of Institution*” look-up to search and select your institution from the IAU/UNESCO list. If you cannot find your institution, please refer to “Scenario 2”.
- Select “*Degree/Diploma*”.
- Select “*Main Course of Study*”.
- Select “*Field of Study*”.

Complete the remaining required fields, marked with an asterisk (\*).

Make certain to click “Save” after the completion of each section.

*Scenario 2 - Institutions not listed in IAU/UNESCO*

If you do not find the name of your institution when clicking on “Name of Institution”, please complete the following steps:

- Type “*Other Institution*” in the “*Name of Institution*” field and hit Enter. The “*Please enter name of institution*” field will appear below.
- Manually complete the fields: “*Please enter name of institution*” and “*City where attended*”. The field “*Institution Web Site*” is optional.
- Proceed with the remaining steps as with Scenario 1.



*When selecting “Military Academy”, “Other” or “Seminary” in the “Type of institution” field, the procedure will be identical.*

Application

### Add Education Details

List schools, universities or other formal training or education from age 14 (e.g., high schools, technical schools or apprenticeships, universities etc.)

Licenses, professional certificates and United Nations exams should be listed separately under the “Skills” tab.

Save Cancel

---

**Enter Education Details**

\*Type of Institution: University/Tertiary  
 \*Country: Uganda  
 \*Attended in the same country?  Yes  No

\*City where attended: Fort Portal  
 \*Name of Institution: Mountains of the Moon University  
 Institution Web Site: http://www.mmu.ac.ug

\*Degree/Diploma: Bachelors Degree  
 \*Main Course of Study: Agriculture, Forests & Fishery  
 \*Field of Study: Agriculture  
 Specialization:

\*Title in English or French: Bachelor of Science in Agriculture  
 \*Exact Title in original Language: Bachelor of Science in Agriculture  
 \*Degree Obtained:  Yes  No  
 \*Attended: From: 01/01/2008 To: 31/12/2011  
 \*Enrollment Status:  Full Time  Part Time  
 \*Teaching Method: In-person  
 Additional Comments:

If your exact choice is not listed in the drop-down menus, please select the closest relevant option and explain in the “Additional Comments”

Save Cancel



Application

### Add Education Details

List schools, universities or other formal training or education from age 14 (e.g., high schools, technical schools or apprenticeships, universities etc.)

Licenses, professional certificates and United Nations exams should be listed separately under the “Skills” tab.

Save Cancel

---

**Enter Education Details**

\*Type of Institution: University/Tertiary  
 \*Country: Uganda  
 \*Attended in the same country?  Yes  No

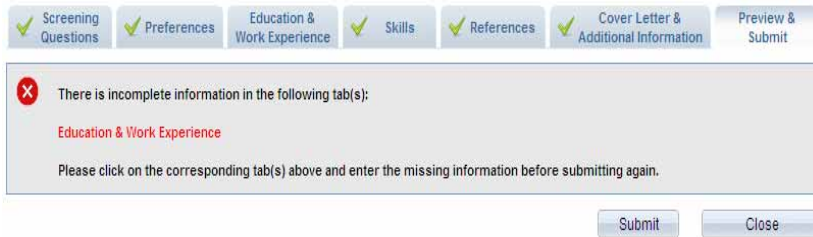
\*City where attended:

\*Name of Institution: Other Institution  
 \*Please enter name of institution:  
 Institution Web Site:

\* Required Field

**Scenario 3 - Application is in Draft and you wish to submit this application**

When clicking the “Submit” button for your application, a message indicating incomplete information will appear.



Go to the “Education & Work Experience” tab. A message with the details of the education entries to be reviewed will be displayed.



On the same page, in the “Education Details” section, click on the education entry you wish to review and re-enter your education details using the dropdowns and lookups for the highlighted fields, e.g. “Country”, “Name of Institution” “Degree/Diploma”.>

Education Details

List schools, universities or other formal training or education from age 14 (e.g., high schools, technical schools or apprenticeships, universities etc.).

Higher Education/University degrees					
School	Degree/Diploma	Level of Degree	From	To	
Acharva Naqariuna Vishwavidyalayamu	Bachelor's Degree	Bachelors or Equivalent	03/01/2012	24/01/2012	Delete
Luxembourg Polytechnic	Doctorat	Doctorate or Equivalent	02/01/2012	24/01/2012	Delete
S		Bachelors or Equivalent	02/01/2010	26/01/2012	Delete

**Information on additional fields**



- Degree Obtained - specify whether or not you obtained the degree. If No, select the reason why you did not or have not yet obtained the degree.
  - i. If No, please briefly explain - if you selected Other, please explain, and enter why you did not obtain the degree from the institution (as applicable).



*The default indicator is “No”. Be certain to indicate “Yes” if the degree has been obtained*



*The Calendar defaults to the present date. Make sure to update the default values by selecting the appropriate month, year and day.*

- Attended (From) - click on the Calendar  icon and select the date when you started attending the education institution.
- Attended (To) - click on the Calendar  icon and select the date when you finished attending the education institution, if applicable. If you are still pursuing your degree, you can leave this field blank.
- n. Additional Comments - enter any comments that support or clarify course and field of studies indicated. If Other was selected in the previous two fields or the Teaching Method field, then provide a brief explanation. Up to 256 characters can be entered in this field
- o. Teaching Method - select the method used to present this course. If Other is selected, provide a brief explanation in the Additional Comments field.
- p. Title in English or French - enter the title, in English or French, of the degree earned.
- q. Enrollment Status - select whether you were attending the educational institution on a full-time or part-time basis.

- Click on the **Save** button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the **Save** button.



*If you choose Cancel your data will not be saved. Or, if you decide to complete the remainder of your application at a later date, be sure to save all your entries before you sign out of inspira, otherwise your entries will be lost.*

- On the **Education and Work Experience** page, click on the **Save** button to save all entries.
- Repeat the above steps for each degree obtained by clicking on the **Add Education Details** button. When completed, proceed to complete the **Skills** section.

## 7.2.4 Skills

Provide details on skills you possess that are relevant to the position you are seeking.

- Click on the **Skills** tab, the **Skills** page appears. The Skills section consists of the following sub-sections:
  - UN Training and Learning
  - Licenses and Certificates
  - Languages
  - Publications

Complete Application > Skills

Screening Questions 
  Preferences 
  Education & Work Experience 
  Skills 
  References 
  Cover Letter & Additional Information 
  Previous & Future

**United Nations Training and Learning**

List training and learning activities you completed as part of the United Nations development initiatives.

Training	Start Date	Details
UN	08/11/2011	Details

**Licenses and Certificates**

List licenses, professional certificates or United Nations exams.

License or Certificate	Date Obtained	Details
Accountant Chartered Accountant	19/11/2008	Details

**Languages**

English and French are both working languages of the UN Secretariat. Please indicate your level of proficiency in either of the two, along with other languages that you may possess.

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency	Understanding Proficiency	Details
Other	Basic	Basic	Basic	Basic	Details


**Publications**


Please list all significant and recent published books, articles, journals and reports that you have written.

Publication	Date Published	Journal ISSN (ISBN)	Details
Documentation Guidelines	2/11/2008		Details


- Click on the **Add United Nations Training and Learning** button and complete the following fields.

This section applies only to current and former United Nations staff members. Indicate UN Training courses attended, if any, including any UN Training certificates. Where this is not the case, this section is left blank.

- a. *UN Training* - enter the name of the UN training course attended. The character limit for this field is 100 characters (e.g. inspira).
- b. *Date* - click on the Calendar  icon and select the date when you completed the training.


 *The Calendar defaults to the present date. Make sure to update the default values by selecting the appropriate month, year and date.*


- c. Click on the **Save** button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the Save button.

 *If you choose Cancel your data will not be saved. Or, if you decide to complete the remainder of your application at a later date, be sure to save all your entries before you sign out of inspira, otherwise your entries will be lost.*

- d. Repeat the above steps for each UN Training course you completed. Otherwise, proceed to the **Licenses and Certificates** section, if applicable.
3. Click on the **Add Licenses and Certificates** button and complete the following fields.

Indicate any licenses or certificates obtained from recognized authorities, other than UN training certificates, but including the successful passing on any of the United Nations Examinations.

- a. *Certificate* - select the license or certificate received.
- b. *Field of Study or brief description* - briefly describe the training received to obtain the license or certificate.
- c. *Date Obtained* - click on the Calendar  icon and select the date when you obtained or plan to obtain the license or certification.

 *The Calendar defaults to the present date. Make sure to update the default values by selecting the appropriate month, year and date.*

- d. Click on the **Save** button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the Save button.





*If you choose Cancel your data will not be saved. Or, if you decide to complete the remainder of your application at a later date, be sure to save all your entries before you sign out of inspira, otherwise your entries will be lost.*

- ii. Repeat the above steps for each license and certificate obtained by clicking on the **Add Licenses and Certificates** button. Otherwise, proceed to the **Languages** section.
4. Click on the **Add Languages** button and complete the following fields.

State your mother tongue (primary language) and indicate your knowledge of the United Nations two (2) working languages (English and French), along with other languages that you may possess. In addition, if you are a UN staff member, indicate if you successfully passed the official United Nations Language Proficiency Examination, where applicable.

The Organization uses the descriptive levels Basic, Confident and Proficient to characterize a person's ability to read/speak/ understand/write a specified language. Each higher level implies control over the previous levels' functions and accuracy.

**Application**  
**Add Language**

English and French are both working languages of the UN Secretariat. Please indicate your level of proficiency in either of the two, along with other languages that you may possess.

Enter Language Details	
Language	English
Reading Proficiency:	Fluent
Speaking Proficiency:	Fluent
Understanding Proficiency:	Fluent
Writing Proficiency:	Fluent
How Acquired?	Formal Education
<input checked="" type="checkbox"/> Mother/Principal Tongue <input type="checkbox"/> Have you successfully passed the United Nations Language Proficiency Exam (LPE)?	

\* Required Field

Save Cancel

The language proficiency levels are defined as follows:

- **Fluent** - The capacity to achieve most communicative goals and express oneself on a familiar range of topics.
  - **Confident** - The ability to communicate in a limited way in familiar situations and to deal in a general way with non-routine information.
  - **Basic** - The ability to deal with simple, straightforward information and begin to express oneself in limited contexts.
- a. **Language** - select the language you possess knowledge of, including your mother tongue.



*Remember to record your proficiency in the two (2) UN working languages, English and French and any other language required for the position.*

- b. **Reading Proficiency** - select your level of proficiency to read the selected language.
- c. **Speaking Proficiency** - select your level of proficiency to speak the selected language.
- d. **Understanding Proficiency** - select your level of proficiency to understand the selected language.
- e. **Writing Proficiency** - select your level of proficiency to write the selected language.
- f. **How Acquired?** - indicate the manner in which the language skill was acquired.
- g. **Mother/Principal Tongue** - indicate if the language specified is your mother/principal tongue.
- h. **Successfully Passed UN Language Proficiency Exam?** - this field applies to UN staff, indicate if you passed the official UN Language Proficiency Examination in any of the six official United Nations languages (Arabic, Chinese, English, French, Russian, Spanish), where applicable.
- i. Click on the **Save** button to save all entries made. Upon saving,

a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the **Save** button.



*If you choose Cancel your data will not be saved. Or, if you decide to complete the remainder of your application at a later date, be sure to save all your entries before you sign out of inspira, otherwise your entries will be lost.*

- j. Repeat the above steps for each language you possess knowledge of, including the two (2) UN working languages, English and French and any other language required for the position. Click on the **Add Languages** button. Otherwise, proceed to the **Publications** section, if applicable.
5. Click on the **Add Publication** button and complete the following fields.

The applicant can list any recognized publications. While this is not necessary, as the Organization will request additional information as and when required, the applicant may attach a copy of the publication through the Add Attachment link under the Cover Letter and Additional Information section, if the published document is not larger than the maximum combined attached file sizes of 1 Mb. The pdf version of a document is preferred.

A screenshot of the 'Add Publications' form in the inspira system. The form is titled 'Application' and 'Add Publications'. It contains a text area for 'Title of Publication' with the value 'Training for the 21st Century', a text field for 'Journal/Publisher' with the value 'Welly and Sons', and a date field for 'Date published' with the value '09/09/1999'. There are 'Save' and 'Cancel' buttons at the bottom. A note at the bottom left says '\* Required Field'.

- a. *Title of Publication* - enter the title of the publication which you authored or co-authored.
- b. *Journal/Publisher* - enter the name of journal or publisher that published your work.
- c. *Date Published* - click on the Calendar icon and specify the date when the work was published.



*The Calendar defaults to the present date. Make sure to update the default values by selecting the appropriate month, year and date.*

- d. Click on the Save button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the Save button.



*If you choose Cancel your data will not be saved. Or, if you decide to complete the remainder of your application at a later date, be sure to save all your entries before you sign out of inspira, otherwise your entries will be lost.*

- e. Repeat the above steps for each publication you have written by clicking on the **Add Publication** button. Otherwise, proceed to the **References** section.

## 7.2.5 References

You are required to list three (3) persons as contact references who can attest to your work history and qualifications. You can include present or past supervisors, colleagues, mentors and/or thesis advisors, but do not list any family members.

- 1. Click on the **References** tab, the **References** page appears.

Reference	Title	Employer	Delete
Eric Schmidt	CEO	Google, Inc.	Delete
Bob Hope	VP	Oracle	Delete

- 2. Click on the **Add References** button and complete the following fields.
  - a. *Reference Type* - indicate the nature of acquaintance between you and your reference.
  - b. *Reference Name* - enter the name of your reference.

- c. *Position* - enter the position/title held by your reference.
- d. *Organization* - enter the name of the organization with which the reference is associated.
- e. *Telephone* - enter the reference's current telephone number including the country code, area code, and extension, if any.
- f. *E-mail* - enter the reference's current e-mail address.

- g. *Country* - select the reference's country of residence.



*The address fields may change depending on the country selected.*

- h. *Address 1 through Address 3* - enter the address where the reference can be reached by postal mail. Depending on where the reference wants to be reached, this may be the reference's

home address or employment address. Include a comma after the street name for easier readability on the print version.

- i. *City* - indicate the name of the city, town or village. Include a comma after the city name for easier readability on the print version.
- j. *State* - indicate the name of state, where applicable.
- k. *Postal* - indicate the postal zip code.
- l. *County* - indicate the name of country, where applicable.
- m. *How do you know this person?* - indicate how you came to know your reference. If none of the selections apply, choose Other.
  - If Other, specify - if you selected Other in the previous field, and then briefly describe the nature of your relationship with your reference.

- n. Click on the **Save** button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the **Save** button.



*If you choose Cancel your data will not be saved. Or, if you decide to complete the remainder of your application at a later date, be sure to save all your entries before you sign out of inspira, otherwise your entries will be lost.*

- o. Repeat the above steps for each reference you need to add by clicking on the **Add Reference** button. Remember, you must provide three (3) references. Otherwise, proceed to the **Cover Letter and Additional Information** section.

## 7.2.6 Cover Letter and Additional Information

This section should be completed once you have identified a position. It allows you to create a cover letter that is specific to the position you are applying for, relating your skills and experience to those noted in the job opening. In addition, you can attach additional information that is required by the job opening.

Resumes or CVs are not accepted. Any other supplemental information or documentation that the Organization may require will be requested in the course of the application.

1. Click on the **Cover Letter and Additional Information** tab. The **Cover Letter and Additional Information** page appears.

### Complete Application > Cover Letter & Additional Info

You are applying for: [LIAT ACCOUNTANT](#)

Screening Questions
  Preferences
  Education & Work Experience
  Skills
  References
  Cover Letter & Additional Information
  Preview & Submit

**Cover Letter & Additional Info**

\*Cover Letter:  
Describe how your experience, qualifications and competencies match the position for which you are applying.

Please attach any relevant file(s) up to 1 MB total (e.g two latest e-PADs for UN staff, Academic Credentials, Work Certificates). CVs and resumes are not accepted in this application process.

File Name	Description	
		<a href="#">View</a> <a href="#">Delete</a>

Have you ever been indicted/ fined or imprisoned for the violation of any law (excluding minor traffic violations)?  Yes  No

Reason:  Resolution:

Please explain briefly (254 Characters)

\*Are you a successful candidate of the National Competitive Recruitment Examination?  Yes  No

### Cover Letter

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



*Remember, a resume is not accepted and is considered neither a substitute nor a complementary document to a duly completed application. Any supplemental information or documentation that the Organization may require will be requested in the course of the application.*

2. In the Cover Letter section, describe how your experience, qualifications and competencies match the position for which you are applying.
3. Click on the **Save** button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the **Save** button.



*If you choose Cancel your data will not be saved. Or, if you decide to complete the remainder of your application at a later date, be sure to save all your entries before you sign out of inspira, otherwise your entries will be lost.*

### Attachments

The United Nations may require that you attach relevant files to your application. These files may be your last two (2) ePASes if you are a United Nations staff member, your passport, academic credentials or any other documents required by the job opening.



*When attaching files, the total size of all attachments can not exceed 1 MB. Therefore, if necessary compress the file when possible, i.e. convert to a PDF format or use WinZip.*

1. Click on the **Attachment** button to add attachments to your application.

Please attach any relevant file(s) up to 1 MB total (e.g. two latest e-PASes for UN staff, Academic Credentials, Work Certificates). CVs and resumes are not accepted in this application process.

Attachments	
File Name	Description
ePas.doc	<input type="text"/> <a href="#">View</a> <a href="#">Delete</a>

2. Click on the **Browse** button, locate and select the file to attach. The file path will appear in the Browse field.
3. Click on the **Upload** button to attach the document. The attachment will appear in the Attachment section.
4. Click on the **Save** button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the **Save** button.



*If you choose Cancel your data will not be saved. Or, if you decide to complete the remainder of your application at a later date, be sure to save all your entries before you sign out of inspira, otherwise your entries will be lost.*

Repeat the above steps for each attachment by clicking on the Attachment button. Otherwise, proceed to the next step

*Have you ever been indicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?*

If No, the next three fields will be disabled. If Yes, proceed to answer the remaining fields.

Have you ever been indicted fined or imprisoned for the violation of any law (excluding minor traffic violations)?  Yes  No

Reason:  Resolution:

Please explain briefly (254 Characters)

- If Yes, Reason* - select the reason for the violation. If you selected Other, then provide a brief explanation.
- Resolution* - select how the violation was resolved. If you selected Other, then provide a brief explanation.
- Please explain briefly* - enter other pertinent information that may shed light on the violation committed.

*\*Are you a successful candidate of the National Competitive Recruitment Examination?*

This section collects information on the Young Professionals Programme (previously the National Competitive Recruitment Examination (NCRE)), where applicable. The National Competitive Recruitment Examination is an objective and competitive process that targets highly qualified junior professional staff from member states inadequately represented in the Secretariat. The YPP (previously the NCRE) is held on a yearly basis.

Such exams are open to nationals of Member States participating in the yearly national competitive recruitment examination (the list of participating countries is published every year) who hold at least a first-level university degree and are not more than 32 years old. More information is available at the United Nations Careers Portal [ATP://careers.un.org/](http://careers.un.org/) under the link “National competitive recruitment examination”.

Similarly, information on having successfully passed the competitive examinations for language positions should also be stated here.

- Are you a successful candidate of the National Competitive Recruitment Examination?* - indicate whether you have passed a National Competitive Recruitment Examination (now known as the Young Professionals Programme). If Yes, complete the fields that follow. If No, proceed to the next step.

Are you a successful candidate of the National Competitive Recruitment Examination?  Yes  No

If yes, please enter the year and job family in which you passed the exam.

#	Year	Job Family
1	2009	Human Resources
2	2011	Administration

[Add another exam entry](#)

- Year* - select the year you took the YPP (previously the NCRE).
- Job Family* - select the job family in which you passed the YPP (previously the NCRE).

Repeat the above steps if you had passed more than one YPP (previously the NCRE).

Click on the **Save** button to save your entries before proceeding to the Family Details section.

### 7.2.6.1 Additional Information

You can confirm the following information for the specific application:

- Nationality at Birth*
- Multiple Nationalities*
- Relatives employed by the United Nations*



*The information entered in this section will only be updated for the current application. In order to update the information in your profile, the information must be entered in the “My Profile” tab.*

## Chapter 8: Applying for a Job Opening

### 8.1 Overview

1. An applicant has the ability to apply to as many positions for which he/she feels qualified. Once positions of interest are identified, those job openings can be displayed for review and then selected and linked to your application in *inspira*. In order to apply for a job, the application must be linked to the particular job opening during the posting dates. Submission of the completed profile and application form along with the cover letter is required.
2. There are two ways to apply for a job opening, depending on the application form version that the applicant wants to use for the job opening.
3. To use the latest version of the application saved, go to the job opening and click on **Apply Now**. The job opening will automatically be linked to the latest application that the applicant had saved. The applicant will have to click on the job opening in *inspira* i.e. in the list of job openings on the Careers Home page inside *inspira*, not on the Careers Portal.
4. To use a particular application from several draft applications that the applicant has previously created and saved, the applicant must link this application to the job opening he/she wishes to apply to. Access the draft application through the **inspira Careers Home page > My Career Tools > Applications**. The **My Applications** page appears proceed to select **All Applications** in the drop-down field and click on the 'Refresh' button. Select the application to use by clicking on the particular draft application name. Note that all draft applications not linked to a particular job opening are named 'No Job', those linked to a job opening display the posting title of the relevant job opening. Once the draft application is open, click on the **Add Job to Application** link located at the top of the page. Perform a **Job Search** to bring up the job that the applicant wishes to apply to. Select the job (read the description to make sure it is

the right job) and click on **Apply Now**. The draft application is now linked to the corresponding job opening.

5. Once a draft application is linked to the job opening, the applicant should make sure that all sections of the profile and application are complete, including the **Cover Letter and Additional Information**. Note that the job opening may have questions that appear in the Skills section which must be answered in order to successfully submit an application (a warning message appears if the applicant has not answered the Skills questions before submitting).
6. When submitting an application for a particular job opening, any information previously entered must be reviewed and updated as necessary. It is recommended to review and update each section highlighting the facts that best match the requirements of the position.
7. The applicant is encouraged to submit a duly completed application at the earliest time possible after a job opening has been posted and well before the deadline stated in the job opening. Job openings posted on the Careers Portal are taken off at midnight Eastern Standard Time (UTC -5 hours) on the deadline date or when a rostered applicant has been selected.

### 8.2 Screening Questions

1. Once a job opening has been selected and linked to the application, the applicant may be prompted with a list of questions and, where these appear, the applicant must answer these questions related to the job opening. A series of questions (between 10 and 15) is associated with most job openings. These are yes/no or true/false questions, are objective, relate to the specific job opening, and will assist in filtering applicants. A threshold of 80% is required in order to be eligible for consideration.
2. An applicant who is not a serving staff member and who does not meet the requirement is automatically screened out and not eligible.

## 8.3 Submit the Application

1. Once the profile and application is complete, the cover letter included and all pre-screening questions are answered, the application can be submitted.
2. The applicant will be required to agree to the terms and agreements stipulated by the United Nations, in order to successfully submit the application.
3. Every time an applicant submits an application, the Applications page appears. This page displays a message that the application has been successfully submitted. Each successful application is also acknowledged by e-mail. Depending on the applicant's suitability and eligibility for the position, the types and intervals of further communications between the Organization and the applicant may vary.



*Once an application is submitted, it cannot be altered any longer for that particular position, except for the information contained in the profile, i.e. a new e-mail address or contact number. However, when applying for a new job opening, updates to all fields in the application may be and are recommended to be made*

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## 8.4 Track the Application

1. The list of job applications that the applicant has saved or submitted is recorded under **Careers Home > My Career Tools > Applications** page. The Applications page provides an overview of the application(s) that the applicant has saved (draft) or submitted along with the corresponding status remark. The status of a submitted application changes accordingly as it goes through the recruitment and selection process i.e. “Applied,” “Under Consideration,” “Rostered,” etc. The applicant can also View/Print his/her application or PHP (Personal History Profile). The Application Date/Time display helps applicants keep track of the different versions of applications they may have previously created.
2. For applications for which the applicant has been rostered, the “My Applications” page provides for a “PUT ON HOLD” button, This allows a rostered applicant to temporarily place himself/herself on hold for a specific period of time. The status 'Hold' refers to a temporary removal from the roster.
3. For applications for which the applicant has been rostered, the My Applications page provides for a WITHDRAW button, if the status is Rostered, that allows an applicant to permanently withdraw himself/herself from the roster. The status 'Withdrawn' refers to a permanent removal from the roster, either upon the candidate's request or for administrative reasons (e.g. failed reference checks following a selection for a higher-level position, disciplinary measures, etc.).



## 8.5 Applying to a Job

Once you have identified a job opening that you are interested in, you have to link your application to the job opening.

- Apply to a Specific Job Opening without a Draft Application
- Apply using an Existing Application

### 8.5.1 Apply to a Job Opening(s) without a Draft Application

If you have not created a draft application, you can still apply to a job opening and create the application at the same time.

1. Login to *inspira*, refer to *Section 1.2: Register and Login to inspira*. The Careers Home page appears.
2. On the Careers Home page, search for job opening(s), refer to *Chapter 5: Search for Job Openings and Create a Job Alert using inspira*.



*You have to click on the job opening in inspira i.e. in the list of job openings on the Careers Home page, not on the Careers Portal.*

3. Locate the job opening you are interested in and click on the Job Title. The **Job Opening** page appears.
4. Review the job opening description, refer to *Chapter 3: Understanding the Job Opening*.
5. Click on the **Apply Now** button, the **Apply Now** page appears.

6. Review the information and select **Confirm**.
7. Select **Build New Application** and click on the **Continue** button. The **Complete Application > Screening Questions** page appears.

8. Proceed to answer all the questions that appear, then click on the **Preferences** tab.
9. Proceed to complete the application, refer to *Chapter 7: Completing the Application Form*.
10. Once your application is completed, click on the **Preview and Submit** tab. Review your application to ensure it is accurate. button.

11. Click on the **Submit** button. The **Submit Online Application** page appears.

### Submit Online Application

#### Terms and Agreements

Please read carefully and click the box to certify

I certify that all of the statements made in this application are true, complete and are made in good faith. I understand that falsifying or intentionally withholding information will be grounds for rejection of my application or the withdrawal of any offer of appointment or, if an appointment has been accepted, for its immediate cancellation or termination.

No changes can be made after this application has been submitted. Please review your application before you hit the "Certify and Submit Application" button below.

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

I agree to these terms  I do not agree to these terms

**Certify and Submit Application**

**Cancel** [Return to Previous Page](#)

12. Review the terms and select **I agree to these terms**.
13. Click on the **Certify and Submit Application** button. Your application will be submitted and will appear in your My Applications section with the status **Applied**.



*The application that you have just created will now be the latest version and will be available for modifications whenever you apply to a job opening. A modified application becomes your most current application.*

## 8.5.2 To Apply Using the Latest Saved Application

If you created a draft application prior to searching for a job opening, you can use that application when applying for in which you are interested.

1. Login to *inspira*, refer to *Section 1.2: Register and Login to inspira*. The **Careers Home** page appears.
2. On the **Careers Home** page, search for job opening(s), refer to *Chapter 5: Search for Job Openings and Create a Job Alert using inspira*.



*You have to click on the job opening in inspira i.e. in the list of job openings on the Careers Home page, not on the Careers Portal.*

3. Locate the job opening you are interested in and click on the job title. The Job Opening page appears.
4. Review the job opening description, refer to *Chapter 3: Understanding the Job Opening*.



*A draft application that has been submitted is no longer available as a draft for submission to another job opening. However, the latest version of your application is still available.*

5. Click on the **Apply Now** button, the **Apply Now** page appears.

Apply Now

**Apply Now**

Before applying you are encouraged to carefully read the Instructional [Manual for the Applicant](#) and the general application information (How do I apply) on the [United Nations Careers](#) portal.

Please provide all required information. Incomplete applications will not be considered. If your exact choice is not listed in the drop-down menus, select the closest relevant option.

All application information is treated as confidential and will neither be used for commercial purposes nor be shared with other organisations without your written permission.

Information entered in this application is unique to this job opening and will not be applied to previous or future applications. This information can be edited for submission of future applications.

By selecting "Confirm" and then clicking "Continue" below you accept that you are aware of the available information and guidelines on how to complete an application.

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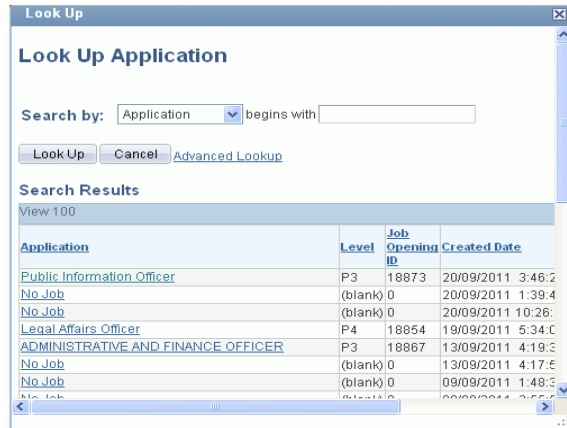
**Select how to start your application:**

Choose Existing Application     Build New Application

6. Review the information and select **Confirm**.
7. Select **Choose Existing Application**, the **Source Application Information** field appears.

Source Application Information				
Application	Level	Job Opening ID	Created Date	Application Date
Public Information Officer	P3	18873	20/09/2011 3:46:20PM	20/09/2011 3:46:21PM

8. By default, the last created application appears, if you want to select another application, click on the Look-up icon and locate the application you wish to use.



9. Select the application, you can even select applications that you have already submitted to other job openings.
10. Click on the **Continue** button. The **Complete Application > Screening Questions** page appears.



11. Proceed to answer all the questions that appear, then click on the **Preferences** tab.
12. Proceed to modify the selected application, refer to *Chapter 7: Completing the Application Form*.
13. Once your application is completed, click on the **Preview and Submit** tab. Review your application to ensure it is accurate. button.



14. Click on the **Submit** button. The **Submit Online Application** page appears.

Submit Online Application

**Terms and Agreements**

Please read carefully and click the box to certify

I certify that all of the statements made in this application are true, complete and are made in good faith. I understand that falsifying or intentionally withholding information will be grounds for rejection of my application or the withdrawal of any offer of appointment or, if an appointment has been accepted, for its immediate cancellation or termination.

No changes can be made after this application has been submitted. Please review your application before you hit the "Certify and Submit Application" button below.

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

I agree to these terms  I do not agree to these terms

[Return to Previous Page](#)

15. Review the terms and select **I agree to these terms**.
16. Click on the **Certify and Submit Application** button. Your application will be submitted and will appear in your My Applications section with the status **Applied**.



*The application that you have just created will now be the latest version and will be available for modifications whenever you apply to a job opening. A modified application becomes your most current application.*

## 8.6 Managing your Applications

### 8.6.1 Managing Multiple Draft Applications

*inspira* allows you to prepare and save one or more fully or partially completed draft applications without applying immediately to a job opening(s). This allows you to prepare several draft applications tailored to different types of job openings and to ensure that you have precise and effective applications.

1. Draft applications can be identified by the status “Draft” in the **My Applications** list on the **My Career Tools** page.
  - If a draft application is already linked to a job opening (you created it by choosing “Apply Now” while viewing a particular job opening), it will show the job title in the Application column. You can only create one draft application per job opening.
  - If the draft application is not yet linked to a job opening (you created it by choosing “Create Draft Application” on the My Career Tools page), it will show “No Job” in the Application column. You can create as many unlinked draft applications as you wish.
2. You should delete draft applications you will not use anymore by clicking on the trash icon in the “Delete” column. This will help you to maintain your applications.

My Applications								Display applications from: All Applications	Refresh
Application	Level	Job ID	Status	Withdraw	View/Print PHP*	Creation Date	Application Date		
ACCOUNTANT	FS	14754	JO Cancelled		<a href="#">View/Print PHP*</a>	19/05/2010 12:41PM	19/05/2010 12:42PM		
ADMINISTRATIVE AND FINANCE OFFICER	P3	18866	Draft		<a href="#">View/Print PHP*</a>	09/09/2011 1:31PM			
ADMINISTRATIVE AND FINANCE OFFICER	P3	18867	Draft		<a href="#">View/Print PHP*</a>	13/09/2011 4:19PM			
ASSOCIATE RADIO PRODUCER	P2	14747	Draft		<a href="#">View/Print PHP*</a>	19/05/2010 11:14AM			
ASSOCIATE WEBSITE DESIGNER/DEVELOPER	P2	14746	Under Consideration	<a href="#">Withdraw</a>	<a href="#">View/Print PHP*</a>	19/05/2010 8:41AM	24/05/2010 5:16PM		

3. Once you have linked a draft application to a job opening or submitted it, you can still select it and modify accordingly for another job opening.

### 8.6.2 Withdrawing your Application from a Job Opening

You can withdraw your application provided it still has a status of **Applied** or **Rostered**.



*Once the application is withdrawn, a new application cannot be submitted a second time to the same job opening.*

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1. Login to *inspira*, refer to *Section 1.2: Register and Login to inspira*. The **Careers Home** page appears.
2. All your draft and submitted applications appear in the **My Applications** section.
3. Locate the application you wish to withdraw and click on the **Withdraw** button. The following message appears:  
*“You have selected to withdraw your application for the <job title> job opening. Please note that withdrawing your application will not allow you to submit a new application for the same job opening.*  
  
*Click OK to confirm your choice or CANCEL to quit.”*
4. Click on the **OK** button. The status of your application is changed from **Applied** to **Withdrawn**.

### 8.6.3 Withdrawing yourself from the Roster

You can withdraw yourself from a specific roster. Doing so will cause you to be permanently removed from the roster and not considered as a roster candidate for any future similar job openings.



*Once the application is withdrawn, a new application cannot be submitted a second time to the same job opening.*

1. Login to *inspira*, refer to *Section 1.2: Register and Login to inspira*. The **Careers Home** page appears.
2. In the **My Career Tools** section, click on the *Roster Membership* link. All the applications for which you have been rostered will appear in the **My Roster Membership** section.



*Legacy Roster applicants cannot withdraw or place themselves on hold via inspira. A request to be placed on hold and/or withdrawn must be placed in My HR Online.*

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## 8.6.4 Placing your Roster Status on Hold

You can place your roster status on hold for up to one (1) year.

1. Login to *inspira*, refer to *Section 1.2: Register and Login to inspira*. The *Careers Home* page appears.
2. In the My Career Tools section, click on the *Roster Membership* link. All the applications for which you have been rostered will appear in the My Roster Membership section.
3. Locate the application for which you were linked from a roster. The application will have the status **Rostered** and the buttons **Put on Hold** and **Withdraw** in the corresponding columns.
4. Click on the **Put on Hold** button. The **On Hold Confirmation** page appears.
5. Enter the time frame from which you wish to be placed on hold and click on the OK button.



Once you enter a time frame, you will not be able to change the dates, and you will not be added to any new job openings.

3. Locate the application for which you were selected from a roster and click on the **Withdraw** button. The following message appears: *“You have selected to withdraw from the <job title>.*

*Please note that by withdrawing you will be removed permanently from the above Roster on the basis of the last notification sent on this matter.*

*Click OK to confirm your choice or CANCEL to quit.”*

4. Click on the **OK** button. The status to the roster will change from **Rostered** to **Withdrawn**.

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## Chapter 9: Undergoing the Assessments

### 9.1 Overview

1. Applicants who have successfully passed the pre-screening process are released to the **Hiring Manager** on a daily basis within the posting period shortly after the posting of the job opening. Eligible roster applicants found to meet the requirements of the position are also released to the **Hiring Manager** within the posting period of the job opening.
2. While the **Hiring Manager** may conduct his/her preliminary evaluation of the applicants' academics, work experience and knowledge of languages immediately when an application is released to him/her, it is not until after the deadline date of the job opening that the **Hiring Manager**, together with the assessment panel, conducts the assessment exercise as stipulated in the job opening. The most promising applicants are subsequently invited for a competency-based interview.
3. Short-listed applicants shall be assessed to determine whether they meet the technical requirements and competencies of the job opening. **Hiring Managers** or **OGMs** shall use the appropriate assessment methods commensurate to the knowledge and competencies required for the position.
4. Alternatively, the **Hiring Manager** may immediately recommend the selection of a qualified roster applicant from among the released rostered applications. The **Hiring Manager**, while not required to interview rostered applicants is encouraged to do so in a less formal setting in order to establish a sense of the roster applicant's overall fit within the team/unit. In order to speed up the process, under such circumstances the **Hiring Manager** need not record his/her evaluation of new non-rostered applications. Selection of a roster applicant is not required to go through a review by a **Central Review body**. One or preferably several roster applicants found suitable may be recommended for selection at this stage.
5. In order to move the recommendation of a roster applicant forward for selection, the **Hiring Manager** shall be required to create an assessment record for the proposed roster applicant.
6. In all other cases, the **Hiring Manager** must evaluate the applications of all released applicants.
7. Applicants found suitable must be short-listed to undergo at least a competency-based interview and/or an assessment exercise (knowledge-based test or other simulated exercise) by the **Hiring Manager**.

## 9.2 Understanding the Evaluation of Applicants

1. The standards set out below must be adhered to organization-wide in order to avoid variance in how evaluations and assessments are conducted and recorded.
2. In order to speed up the process, the **Hiring Manager** may start analyzing the applications of released applicants before the deadline date of the job opening. Evaluating each application entails reviewing and documenting the findings of a preliminary analysis for each applicant as to whether he/she meets all, most, some or none of the stipulated requirements against the evaluation criteria stated in the job opening in terms of:

- a. Academics
- b. Experience
- c. Language

However, the specialized test and/or interview shall not commence until after the deadline date of the job opening and until all eligible applicants have been released.

3. During the preliminary evaluation of each applicant, the **Hiring Manager** will review and rate each applicant in the three areas (academic, language and experience).
4. After this review, which is recorded in a standardized format to enhance the quality of selected applicants, the **Hiring Manager** convokes the most promising applicants to an assessment exercise.
5. Applicants who meet all required qualifications but do not meet the desirable qualifications are considered qualified for the job and should be considered for a long list. Applicants who meet both required and desirable qualifications are considered most promising applicants for the position.
6. After the deadline date of the job opening, a substantive assessment is performed which may include, depending on success:
  - a. The knowledge-based tests or other simulation exercise;
  - b. The competency-based interview; and
  - c. The assessment of applicants for positions involving significant functions in the management of financial, human and physical resources as well as information and communications technology shall also take into account the relevant criteria included in the job opening.
7. The **Hiring Manager** is required to prepare a reasoned record of the evaluation of the applicants against the evaluation criteria. In doing so, the basis for this evaluation (e.g. application, cover letter, e-PAS, assessment exercise or interview) is indicated. The record should compare the applicants against the evaluation criteria and the job opening, not against one another. The **Hiring Manager** will review and modify the scores for each applicant, followed by selecting the applicant for the assessment exercises.

## 9.3 Composition of the Assessment Panel

1. All Assessment Panels must be composed of staff members holding an appointment other than a temporary appointment, serve at the same or at a higher level than that of the job opening and shall normally not be the current/temporary position incumbent or the current position incumbent that is to be replaced. Retirees from the UN System, consultants, contractors and interns are not admissible as assessors.
2. The same assessment panel that arranges for the assessment exercises also conducts the competency-based interviews. All applicants for one job opening are to be assessed and interviewed by the same assessors.
3. Each assessment panel is to be composed of a minimum of three assessors and every effort should be made to obtain geographical diversity and gender balance:
  - a. The **Hiring Manager** who is usually the chair;
  - b. Two subject matter experts:
    - i. One of whom is preferably from a non-related office within the Organization, or if not available from another United Nations agency, international organization or established partner institution, who is at the same or a higher level of the position under review. The individual shall be on a fixed-term contract.
    - ii. At least one of the assessors should be female who is also at least at the same level as the position under review.
  - c. In situations where the assessment exercise is technical, a technical expert may be invited to evaluate the assessment exercise. The technical expert should preferably be from a non-related office within the Organization, or if not available from another United Nations agency, international organization or established partner institution, who is at the same or a higher level of the position under review.
4. The assessment panel advises the **Hiring Manager**. The **Hiring Manager** enters the interview findings into *inspira*. Each assessor may choose to enter or not to enter into *inspira* his/her individual ratings within five working days.
5. The **Recruiter** may participate in cases of senior managerial positions commensurate with their level, with the full right to participate in the deliberations as an assessor.
6. The **Hiring Manager** may invite a representative on gender issues to participate in assessment exercises as an observer.
7. For positions at the D-2 level, the panels shall comprise of at least three members, with two members from outside the department or office, and at least one female.

## 9.4 Assessment Methods

1. The assessment methods can be a technical test, a written exercise, a case study, a presentation, a simulation exercise, an essay exercise, or another exercise to measure a particular set of skills commensurate with the job. Such assessment exercises are conducted in strict confidence and applicants will be advised in advance of the time to be allocated.
2. The outcome of the assessment exercise serves to show what an applicant can do in a simulated work environment, how the applicant thinks and acts, what qualities and characteristics the applicant possesses, and what the applicant knows and has done.
3. The outcome is evaluated by an assessment panel.

### 9.4.1 Written Exercise

1. Written exercises typically require the applicant to assume the role of the position under recruitment. A common example of a written exercise at a first level management (P-3/P-4) position may involve placing the applicant in a work setting, where a crisis is developing. The situation requires the applicant to take responsibility for the situation.
2. The applicant may be requested to work through a pile of correspondence in a written exercise or is given an assignment to complete within a specified deadline. These exercises commonly measure job skills such as ability to organize and prioritize work, analytical skills, communication with team members and clients, written communication skills and delegation (if a higher-level position). This type of exercise may take up to three hours.

### 9.4.2 Case Study

The applicant may be asked to develop a project document, which incorporates work plans, milestones, budgeting and resources. This type of exercise may measure the ability to analyze complex issues and data; develop a project idea; anticipate start-up problems and seek solutions; and present findings, using a mixture of presentation skills.

### 9.4.3 Presentation

The presentation exercise will provide the applicant with the opportunity to demonstrate his/her knowledge on a particular subject, as well as oral communication skills. Typically, the topic should be given to the applicant with adequate time (at least an hour) to prepare a presentation. The applicant should be made aware that supplementary questions about the presentation may be asked by the audience. The time limit for the presentation should be clear at the outset.

### 9.4.4 Simulation Exercise

Accounting Assistants, for instance, may be asked to complete tests measuring accuracy against speed which cannot be measured through interviews alone. For instance, a particular test may require invoices to be reconciled against a spreadsheet ledger, with errors being appropriately amended. Numerical tests may involve calculating expenditures and processing claims using a multiple choice answer format.

### 9.4.5 Technical Test

Technical tests are used to determine if the candidate has the technical skills and/or knowledge required for the position. Technical tests can be written knowledge tests or written exercises, case studies and simulations, all of which are methods that can be used to demonstrate a candidate's technical abilities.

### 9.4.6 Essay Exercise

Essay exercises may be used to test a candidate's written communication skills, ability to make a case for a particular position, and/or argue a particular point and to persuade others. Usually the candidate is given an issue statement and must explain in writing his/her position on the issue. There is no right or wrong position, rather the **Hiring Manager** is looking for how well the candidate has structured the argument and used facts to prove his/her point.

### 9.4.7 Other Assessment Methods

Other assessment methodologies may be any exercise to measure a particular set of job skills. The above exercises should be designed to be completed within a given timeframe, normally within two hours.

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## *Chapter 10: Undergoing the Competency-based Interviews*

### **10.1 Competency-based Interviews**

1. Applicants scoring high in the assessment exercise are invited to an interview, which could be a face-to-face, or a telephone interview conducted by the assessment panel. Where feasible, video conferences may be used for interviews. Ideally, all applicants are interviewed in the same manner in order to reduce the risk that the bias of any one individual will prevail.
2. At the time of the preparation of the job opening, the interview questions were prepared. These questions must be competency-based and build and expand on the knowledge-based tests and/or the other assessment exercises.
3. The interview applies the United Nations Secretariat competency-based interviewing techniques. All competencies listed in the evaluation criteria must be consistently applied and covered in the evaluation of all interviewed candidates. Some competencies will be covered in the interview, others in another assessment method commensurate with the functions of the position
4. A competency-based interview (sometimes referred to as a 'behavioural-' or a 'criterion-based' interview) is a particular type of structured interview in which the assessor's questioning is directed at ascertaining the applicant's qualities or capabilities on a number of job-related dimensions of behaviour (competencies), as defined in the job opening.
5. In contrast to the 'traditional interview', questions from the interviewing panel usually focus on eliciting specific examples from the applicants in which they describe situations where they might (or might not) have demonstrated the required behaviours. These are probed in a systematic way by the assessors to build up a picture of the relative strengths and weaknesses of the applicant on the specific competencies.
6. The same questions that focus on eliciting specific examples from the applicants in which they describe situations where they might (or might not) have demonstrated the required behaviours are applied to every applicant.
7. The interviewee should be prepared to discuss all competencies listed in the job opening during the interview. Normally the interview chairperson will clarify at the outset which competencies are to be addressed in a session. An interview session typically lasts from 30 to 60 minutes.

### **10.2 Communicating with Applicants about the Assessments and Interviews**

1. Applicants convoked for interviews are normally notified at least five working days in advance. The invitation includes the date, time and means of the interview (telephone, video conference, face-to-face) and also informs the applicant of the names of the assessors.
2. At the beginning of the interview, the chairperson should state which competencies will be addressed and informs the applicant that the session will last from 30 to 60 minutes. The invitation includes a reference to the position and the date, time and means (eg, in person, by telephone or by video conference) of where and how the interview will be held as well as the name, functional title and department/office/mission of each assessor.

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## *Chapter 11: Understanding the Role of the Central Review bodies*

This chapter provides an understanding of the various types of **Central Review bodies** and the role they play in the review of the evaluation criteria and approval of the list of recommended candidates.

### **11.1 Role of the Central Review Bodies**

1. In line with Staff Rule 4.15, **Central Review Bodies** are established at Headquarters and at designated duty stations to review and advise on the recommendations for selection of: staff in the P-5 and D-1 levels (**Central Review Boards**), staff in the professional category up to and including the P-4 level (**Central Review Committees**), and staff in the General Service and related categories at the G-5, TC-4 and S-3 levels and above (**Central Review Panels**) in the Secretariat.
2. A **Central Review Board** for regional commissions is established to review and provide advice on the recommendations for selection of staff at the P-5 and D-1 levels for the five regional commissions (Economic Commission for Europe, Economic Commission for Africa, Economic Commission for Latin America and the Caribbean, Economic and Social Commission for Asia and the Pacific, and Economic and Social Commission for Western Asia).
3. **Field Central Review bodies** are established in the Department of Field Support to review and advise on the recommendations of candidates for inclusion in rosters: at the P-5 and D-1 levels (**Field Central Review Board**), at the professional category for positions up to and including the P-4 level, as well as positions in the Field Service category at the FS-6 and FS-7 levels (**Central Review Committees**), and in the Field Service category up to and including the FS-5 level (**Central Review Panels**) in peacekeeping operations and special political missions administered by the Department of Field Support. The roster candidates may subsequently be selected for appointments to specific positions. **Field Central Review bodies** also offer advice on the recommendations for selection of staff to position-specific job openings as well as positions in peacekeeping operations and special political missions, as and when required.
4. The **Senior Review Group** is established to offer advice on recommendations to the Secretary-General for selections of staff to positions at the D-2 level. The **Senior Review Group** will use the inspira platform and follow their established Rules of Procedure as per the provisions of ST/SGB/2011/8 governing the establishment, composition and functions of the **Senior Review Group** (SRG).
5. **Assessment panels** and **expert panels** (departmental, interdepartmental or at the unit level) are distinct entities from the **Central Review bodies**, with entirely different functions. As such, their composition and duties are in no way tied to the structure or functions of the **Central Review bodies**.
6. Applicants who, following the established recruitment procedures outlined in *ST/AI/2010/3 dated 21 April 2010 on the Staff Selection System*, have been endorsed by a **Central Review body** and selected for a position, become internal applicants (except for applicants at the General Service and related categories applying to vacancies at the Field Service category). As a result, the appointment status of the individual selected would not or would no longer be limited to service with the entity concerned. Staff members with a limited appointment status who have not been recruited following a competitive process pursuant to Staff Rule 4.15 (review by a **Central Review body**) or Staff Rule 4.16 (competitive recruitment examination) serving in those entities under *Section 3.3 of ST/AI/2010/3 dated 21 April 2010* where **Heads of Departments/Offices** have been delegated authority to appoint and promote staff up to and including the D-1

level for service limited to the entity concerned, are considered external applicants unless they apply for a position within the Department in which they currently serve.

7. Alternatively, **Heads of Departments/Offices** who choose not to opt for the full application of the staff selection system as promulgated in *ST/AI/2010/3 dated 21 April 2010* and who have been delegated authority to appoint and promote staff for service limited to the entity concerned may establish a special joint body to advise them in the exercise of their authority. Individuals selected for positions without the endorsement of a duly established **Central Review body** remain external applicants unless they apply for a position within the Department in which they currently serve and have an appointment status limited to the entity concerned.
8. In cases of separately administered programmes, funds and subsidiary organs of the United Nations, the executive heads of these entities, to whom the Secretary-General has delegated appointment and promotion functions, may establish advisory bodies to advise them in the case of staff members recruited specifically for service with those programmes, funds or subsidiary organs.

## 11.2 Function of Central Review Bodies

1. The **Central Review bodies**:
  - a. review and approve the evaluation criteria of job openings created based on individually classified job descriptions;
  - b. review recommendations for filling a specific position or for placing candidates on the roster following a generic job opening made by departments/offices concerned to ensure that the integrity of the process was upheld, that the eligible applications and profiles of applicants were reviewed on the basis of the pre-approved evaluation criteria and that the applicable procedures were followed.

## 11.3 Secretary of the Central Review Body

1. The Office of Human Resources Management and the local human resources offices designate a staff member to serve as **Secretary of a Central Review body**.
2. The duties of the **Secretary** shall include:
  - a. Notifying members of a case submitted for review through *inspira*;
  - b. Communicating the agenda at least two working days prior to the time that members are expected to commence with the online deliberations;
  - c. Notifying any official whose participation may be requested by the **Central Review body**;
  - d. Ensuring the availability of all records through *inspira*; and
  - e. Drafting recommendations and correspondence for approval by the **Chairperson**.
3. The **Secretary** shall record the recommendations of the **Central Review body** and transmit them on behalf of the **Chair** to the **Heads of Departments/Offices/Missions** or the Department of Management, as applicable. The **Secretary** also maintains a record and provides statistics as and when required.

## 11.4 Composition of the Central Review Body and Rules of Procedures

For the composition of the **Central Review bodies**, their *Rules of Procedures* and functions, refer to *ST/SGB/2011/7 -Secretary-General's bulletin on Central Review bodies*.

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## Chapter 12: The Status Matrix and Compliance with Staffing Imperatives

### 12.1 Overview

1. Each **Head of Department/Office/Mission** is accountable to the **Secretary-General** for the manner in which the selection process is conducted in his/her department/office/mission and for the progress made towards achieving the targets for geography and gender balance. Each **Head of Department/Office/Mission** is also responsible for collaborating with other **Head of Department/Office/Mission** in the same job network (occupational network) to support the achievement of human resources management plans and encourage multi-disciplinary approaches.
2. The **Management Performance Board**<sup>1</sup> advises the **Secretary-General** and monitors, inter alia, the manner in which **Head of Department/Office/Mission** exercise all aspects of the authority that has been delegated to them, including their performance in achieving the Organization's legislative mandates in human resources management.
3. Where problems are identified, the **Management Performance Board** considers the management policy implications and holds **Head of Department/Office/Mission** accountable by recommending appropriate corrective actions by reviewing the action taken, and deciding on any further measures necessary. Based on its findings, the **Management Performance Board** may recommend appropriate remedies. Recommendations are communicated to the **Secretary-General** and the concerned **Head of Department/Office/Mission**. The **Management Performance Board** monitors implementation of any decision taken by the **Secretary-General**, or agreement made between the **Secretary-General** and the concerned **Head of Department/Office/Mission**.

### 12.2 Status Matrix

1. The status matrix contains elements that are mandatory and/or organizational imperatives for which overall performance measurement systems are in place (e.g. the HRM Scorecard), and those factors that are desirable in terms of the organizational values as a responsible employer.
2. When selecting a serving staff member who has been recruited after a competitive process pursuant to Staff Rule 4.15 (review by a **Central Review body**) or Staff Rule 4.16 (Competitive Recruitment Examination), the representation of his/her nationality in the Secretariat for positions subject to the system of desirable ranges is not an element that merits special consideration. However, the individual's gender, does play a role in the status matrix for positions in the Professional and higher categories. Female applicants who are serving with the separately administered United Nations funds and programmes or any specialized agency or organization of the United Nations common system holding a current appointment at the P-3 or P-4 levels and who have been in service for a continuous period of 12 months and whose appointments have been endorsed by a review body or equivalent in their organization are considered internal applicants for positions at the P-4 or P-5 levels, respectively.
3. In the final selection due consideration should also be given to candidates who are:
  - a. victims of malicious acts or natural disasters;<sup>2</sup>

<sup>1</sup> ST/SGB/2010/4 dated 15 April 2010 on Management Performance Board

<sup>2</sup> As mandated per Resolution A/RES/64/260 dated 5 May 2010 on Special Subjects relating to the Programme Budget for the Biennium 2010-2011

- b. serving staff members who have served under the former 200 and 300 series of the Staff Rules;
- c. applicants from troop or police-contributing countries for positions in a peacekeeping operation or Headquarters support account-funded positions in Department of Peacekeeping Operations, the Department of Field Support and other departments with support account resources; and
- d. prior service or employment of candidates in field duty stations, for positions for which relevant field experience is highly desirable, as applicable and as stipulated in *Chapter III paragraph 10 General Assembly resolution A/RES/63/250 dated 10 February 2009 on Human Resources Management*.

## 12.3 Selection Decision

1. When the **Central Review body** is satisfied that the evaluation criteria were properly applied and/or the applicable procedures were followed, the **Head of Department/Office**, under the delegated authority, makes a selection decision from the list of recommended candidates.
2. The **Head of Department/Office** has the authority to make selection decisions, under the delegated authority, of staff up to and including the D-1 level.
3. Where recruitment authority has not been delegated to a **Head of Department/Office**, appointment decisions are made by OHRM or the Department of Field Support (DFS) for positions up to and including the D-1 level.
4. Selection and appointment decisions for positions at the D-2 level are made by the **Secretary-General** when the **SRG**, or a similar body for positions at the D-2 level in peacekeeping operations and special political missions, is satisfied that the applicable procedures were followed.
5. The **Head of Department/Office** shall select the candidate he/she considers to be best suited for the functions. In the final selection due consideration should also be given to staff members who are victims of malicious acts or natural disasters; serving staff members who have served under the former 200 and 300 series of the Staff Rules; candidates from troop- or police-contributing countries for positions in a peacekeeping operation or Headquarters support account-funded positions in the Department of Peacekeeping Operations, the Department of Field Support and other departments with support account resources; and prior service or employment of candidates in field duty stations, for positions for which relevant field experience is highly desirable, as applicable and as stipulated in *General Assembly resolution 63/250*.
6. If a list of recommended candidates has been approved by the **Central Review body**, the **Head of Department/Office**, in close cooperation with the **Hiring Manager** and other responsible officials in the department/office, shall select for a position-specific job opening the candidate he/she considers to be best suited for the functions mindful of the departmental HRM Scorecard and the elements contained in the status matrix. The other recommended candidates shall be placed on a roster of pre-approved applicants from which they may be considered for future job openings at the same level within a job family and/or with similar functions.
7. When a **Central Review bodies** finds that the evaluation criteria have not been properly applied and/or the applicable procedures have not been followed, authority to make a selection decision with respect to a particular job opening is withdrawn. The case is referred to the:
  - **ASG/OHRM** for positions up to and including the P-4 level;
  - **Under-Secretary-General for Management** for positions at the P-5 and D-1 levels; or
  - **Head of Department/Office** with delegation of authority for positions up to and including the D-1 level.

8. The **Head of Department/Office** has the authority to select a roster candidate pre-approved for selection without further reference to the **Central Review bodies**, on the recommendation of the **Hiring Manager**, if the selected candidate for a position-specific job opening fails to take up the functions with established timeframes or vacates the position within one year.
9. Similarly, the **Head of Department/Office** has the authority to select a roster candidate pre-approved for selection without further reference to the **Central Review bodies**, on the recommendation of the **Hiring Manager** from among the applications released to him/her, provided that for a position-specific job opening a new job opening has been published, the **Hiring Manager** has conducted the necessary evaluations and the roster candidate is suitable for the job opening.
10. An external applicant is an individual who has not been recruited under *Staff Rules 4.15* (following the review by **Central Review bodies**) or *Staff Rule 4.16* (through the National Competitive Recruitment Examination/Young Professionals Programme). Staff members whose appointment is limited to service in a particular department or office are also considered external applicants. Associate experts, consultants, individual contractors, interns, gratis personnel and staff from other organizations of the United Nations System are also considered external candidates. This information is provided for purposes of meeting the requirements of *Staff Regulation 4.4*.
11. Where a roster candidate is proposed for selection for a position involving significant functions in human resources, financial or physical resources as well as information and communications technology, selection may not take place until the individual concerned has been designated by the Department of Management (OHRM for Human Resources, OPPBA for finance, OCSS for physical resources, OICT for information and communications technology and DFS for field personnel). Due to the large volume of candidates that are being rostered for generic job openings, it may not have been possible to perform the designation review for all candidates prior to inclusion in a roster.

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## Chapter 13: Communication with the Applicant

### 13.1 Selection Notification

1. The **Executive Office** at UNHQ or the local human resources office shall inform the selected candidate of the selection decision and initiate the on boarding process within 14 days after the decision is made.

#### 13.1.1 Selected Candidates

1. The decision to select a candidate is implemented upon its official written communication to the individual concerned, subject to the following provisions:
  - a. When the selection entails promotion to a higher level, the earliest possible date on which the promotion may become effective shall be the first day of the month following the approval decision, subject to all approvals, i.e. designation from the Department of Management has been obtained for positions performing significant functions in human, financial, and physical resources, as well as information and communications technology, reference checks have been completed, and subject to the availability of the position and the assumption of higher-level functions. However, when an encumbered position has been included in the compendium after upward reclassification and an applicant other than the incumbent is selected, the decision shall be implemented only when a suitable position has been identified for the incumbent.
  - b. When a serving staff member is the selected candidate, he/she must be released as soon as possible. The staff member's release shall be no later than one month after the date on which the releasing office is notified of the selection decision, if the move is within the same duty station. A staff member selected for a position in another duty station, including a mission, shall be released no later than two months after the selection decision.
  - c. When the selected candidate fails to take up the functions within the specified timeframes for personal reasons, or when the selected candidate vacates the post within one year, the **Head of Department/Office** may select another candidate from the list endorsed by the **Central Review body** for the particular vacancy. If no such candidate is available, the **Head of Department/Office** may select another candidate from the roster or may advertise the post in the compendium if no roster candidate is found to be suitable.

#### 13.1.2 Rostered Candidates

1. The inclusion in a roster is done automatically for a candidate who has been endorsed by the relevant **Central Review body** and are not selected for the position. The candidate will receive a notification that he/she has been placed in the roster that is relevant to the job code of the job opening; this includes position-specific job openings or generic job openings up to and including the D-1 level.
2. The roster candidate shall retain his/her status in a roster for a period of two (2) years for a male candidate or three (3) years for a female candidate.
3. For position-specific job openings, inclusion in the roster occurs after the first day of the month following the confirmation of the selection by the **Head of Department**.
4. For generic job openings, inclusion in the roster occurs immediately following the endorsement by the relevant **Central Review body**.

- A rostered applicant is pre-approved for similar functions, from which he/she may be considered for future job openings at the same level and in the job family and occupational network of the job opening.

## 13.2 Non-Selection Notification

All applicants will be informed after the selection decision has been made.

The status of applications can be viewed under:

- *Main Menu*
- *Self Service*
- *Recruiting Activities*
- *Careers*

Favorites | Main Menu > Self Service > Recruiting Activities > Careers

### Careers Home

**My Career Tools**

- [126 Application\(s\) - draft and/or submitted](#)
- [0 Roster Membership\(s\)](#)
- [1 Attachment\(s\)](#)
- [2 Notification\(s\)](#)

[Create Draft Application](#)

**Basic Job Search**

Job Family:

Category:  Level:

Posted:

[Search](#) [Advanced Search](#)

Display applications from:  [Refresh](#)

Application	Level	Job ID	Status	Withdraw	View/Print PHP*	Creation Date	Application Date
<a href="#">Information Systems Assistant</a>	G5	17454	Under Consideration	<a href="#">Withdraw</a>	<a href="#">View/Print PHP*</a>	18/11/2011 4:02AM	18/11/2011 4:02AM
<a href="#">ACCOUNTANTKBM</a>	P3	19078	Under Consideration	<a href="#">Withdraw</a>	<a href="#">View/Print PHP*</a>	16/11/2011 1:11PM	16/11/2011 1:11PM
<a href="#">ACCOUNTANT (AS)</a>	P3	19073	Under Consideration	<a href="#">Withdraw</a>	<a href="#">View/Print PHP*</a>	16/11/2011 1:08PM	16/11/2011 1:08PM
<a href="#">ACCOUNTANT</a>	P3	19084	Recruitment Completed	<a href="#">Withdraw</a>	<a href="#">View/Print PHP*</a>	10/11/2011 1:35PM	10/11/2011 1:36PM
<a href="#">Senior Staff Assistant</a>	G5	19089	Under Consideration	<a href="#">Withdraw</a>	<a href="#">View/Print PHP*</a>	10/11/2011 1:19PM	10/11/2011 1:19PM

## Chapter 14: Roster Management

### 14.1 General

1. Rosters are a pool of candidates who have been endorsed by a **Central Review body** for a particular job opening but not selected, and who have indicated an interest in being considered for selection for a future job opening with similar functions at the same level.
2. These candidates, who, in connection with a previous application for either a generic or a specific job opening, have undergone a rigorous competency and knowledge-based assessment and vetting process conducted by an **Assessment Panel** may be selected without referral to a **Central Review body**.
3. Rostered applicants are considered ready, willing and able for positions with similar functions and requirements (work experience, education, languages, competencies and skills). From among this pool, available roster applicants can be attached to newly advertised position-specific job openings for consideration. Entities with approval for roster-based recruitment may decide to select a roster applicant without having to advertise the new vacant position. In this case, a review by the **Central Review body** is not required, since the rostered applicant is already vetted, hence speeding up the recruitment process.
4. The entities with approval to use the roster-based option to fill project-related positions in the field are: Department of Field Support (DFS); United Nations Office on Drugs and Crime (UNODC); Office for the Coordination of Humanitarian Affairs (OCHA); United Nations Human Settlements Programme (UN-HABITAT); United Nations Environment Programme (UNEP); and Office of the High Commissioner for Human Rights (OHCHR). The intent is to ensure that these entities are able to fulfil their mandates in a timely manner, particularly in the areas of anti-money laundering, remote sensing/crop monitoring, etc. The use of the roster-based option does not apply to established positions in the field such as, representative and programme management officers.
5. To manage rosters and ensure sufficient number of available applicants in relevant rosters and to maintain the accuracy of the applicants availability and contact information, the processes described in the following section outlines the necessary steps that **Recruiters** and **OGMs** need to engage to retain this pool of qualified applicants expeditiously available for placement.

### 14.2 Inclusion in the Roster

1. Candidates who have been recommended and endorsed by a **Central Review body** for a position but **not** selected will be automatically entered into a roster by **inspira** for the job code of the position. Candidates are entered into the roster as of:
  - a. For position-specific job openings:
    - i. If the candidate is a newly rostered candidate, the retention time is calculated from the first day of the month following confirmation on the selection by the **Head of Department**.
    - ii. If the candidate is already rostered for the job code, their membership is renewed as of the first day of the month following confirmation on the selection by the **Head of Department**.
  - b. For generic job openings, the retention time is calculated immediately following the endorsement of the **Central Review body**.
  - c. For Legacy rostered candidates:

Legacy rostered candidates recommended and endorsed by a **Central Review Body** for a

position but not selected will be automatically entered into the inspira roster.

2. In instances where a selected candidate for a position-specific job opening declines to take up the functions, s/he will be placed on the roster and may be considered for future job openings with similar functions (within 30%) at the same level and in the same job network of the job opening.
3. Rostered candidates who were recommended for a position that **did not** require endorsement from a **Central Review body** and were not selected, will not be re-rostered. They will remain in their current roster for the remaining duration of their membership.
4. Rostered applicants are pre-approved for similar functions (within 30%), from which they may be considered for future job openings at the same level, in the same job network.
5. Internal applicants who are placed in the roster shall be placed at the job opening competition level and their personal level, if different. For example: an applicant whose personal level is P-4 who applied to a P-5 position and was rostered, shall be rostered at the P-5 and P-4 level.
6. Internal applicants who apply to positions at the same level as their personal level and are rostered, shall be rostered at their personal level. For example: an applicant whose personal level is P-4 who applied to a P-4 position and is rostered, shall be placed in the roster at the P-4 level only.
7. Generic job openings unrelated to a specific position are published for the purpose of creating and maintaining viable rosters of qualified applicants for immediate and anticipated job openings, including job openings for less than one year, mainly, but not only, for entities with approval to use roster-based recruitment. Such immediate and/or anticipated job openings are identified through strategic workforce planning in peacekeeping operations, special political missions and other field-based initiatives. Typically, the field-based initiatives are activities previously administered under the former 200 series of Staff Rules, such as programme and projects implemented in the areas of humanitarian intervention, human rights, drug control and crime prevention, etc. Rosters are actively managed, i.e. when it is found that there is an insufficient number of rostered applicants available on a particular roster, generic job openings are published to attract new applicants of the appropriate diversity in terms of geographical representation and gender.
8. Internal applicants and serving staff members other than those holding a temporary appointment are eligible to be considered for positions at their personal level or one level higher in line with the matrix as contained in *Matrix for Pre-screening on Level* in the annex. In order to foster mobility, a staff member on an appointment other than a temporary appointment from a Headquarters location, including Regional Commissions, selected for assignment to a position at one level higher than his/her current grade in a peacekeeping operation or special political mission for one year or longer, where a lien is maintained against a position at the parent duty station, may be temporarily promoted to the level of the position for the duration of the mission assignment. A staff member temporarily promoted may apply during the mission assignment to job openings at one level higher than his/her temporary grade level, provided that the staff member has spent more than 12 continuous months on the mission assignment. Where such a staff member is recommended but not selected, his/her name will be included in the roster at the level of the job opening for which he/she applied. At the end of this assignment, the staff member will revert to his/her original grade level at the parent duty station.
9. The above provisions also apply to staff members from a peacekeeping operation, special political mission and field-based initiative who are selected for a position at one level higher than their current grade from a roster, endorsed by the **Central Review body**, for a job opening of a finite nature at an established duty station or Regional Commission.
10. Every effort must be made to obtain complete reference verifications and the required designation for positions performing significant functions in human, financial and physical

resources as well as information and communications technology shortly after the candidates have been rostered. Therefore, the **Recruiter** will have to ensure that any required designation, including reference checks, is completed prior to selection.

11. Roster applicants who have been rostered following their application to a vacancy announcement advertised in Galaxy maintain their status for the remaining period stipulated for his/her roster eligibility and are migrated for this purpose into *inspira*.

## 14.3 Validity of Rosters

1. Once candidates have been placed in an *inspira* roster that is relevant to the job code for the job opening for which they applied, they will maintain membership in the roster for the following durations:
  - Before 01/01/2007, the expiry date for both men and women was one (1) year from the inclusion date to the roster.
  - Between 01/01/2007 through 21/04/2010, the expiry date is: for women, three (3) years from the inclusion date to the roster and for men, one (1) year from the inclusion date to the roster.
  - From 22/04/2010 to the Present, the expiry date is: for women, three (3) years from the inclusion date to the roster and for men, two (2) years from the inclusion date to the roster.
2. Legacy rostered candidates falling under the provisions of section 9.3 of ST/AI/2006/3/Rev.1 will maintain membership in the roster for the remaining period stipulated for their roster eligibility. Once a candidate has been placed in an *inspira* roster, they will maintain membership in the roster for the following durations:
  - Legacy rostered candidates falling under the provisions of section 9.3 of ST/AI/2006/3 Rev.1 will maintain membership in the roster for the remaining period stipulated for their roster eligibility. The expiry date for women will be three (3) years from the inclusion date on the roster and for men, one (1) year from the inclusion date on the roster.
  - Inspira and Legacy candidates falling under the provisions of section 9.4 of ST/AI/2010/3 will maintain membership in the roster as follows: for women, three (3) years from the inclusion date in the roster and for men, two (2) years from the inclusion date.
3. Candidates who have been rostered may have one of the following dispositions:
  - Rostered - indicates that you have continued interest in being considered for future job openings for job codes similar to the one you originally applied to and have been rostered. Active applicants will have the disposition of Rostered.
  - Hold - invoked by the applicant, the applicant can temporarily suspend her/his membership on the roster for up to one (1) year. This means that their application will not be considered for any future job openings for job codes similar to the one they were rostered for while their membership is suspended. Suspending your membership in the roster for a period of time **will not** extend your duration in the roster.
  - Expired - indicates that the applicant's membership in the roster has expired and her/his application is no longer available for selection.
  - Withdrawn - invoked by the applicant, the applicant has removed their application from the roster and is no longer available for selection.

▼ • My Roster Memberships •						
Application	Level	Status	Put on Hold	Withdraw	Membership Start Date	View/Print PHP*
<a href="#">Chief of Section</a>	P5	On Hold		<a href="#">Withdraw</a>	01/07/2011	<a href="#">View/Print PHP*</a>
<a href="#">Personal Assistant</a>	G7	Rostered	<a href="#">Put on Hold</a>	<a href="#">Withdraw</a>	01/07/2011	<a href="#">View/Print PHP*</a>
<a href="#">Chief of Section</a>	P5	Withdrawn			01/07/2011	<a href="#">View/Print PHP*</a>

- Candidates in certain roster types (e.g. NCRE, Language, etc.) do not have an expiry date on their membership. The listing of these roster types will be defined upon the creation of the roster.

## 14.4 Communication with Roster Applicants

- An automatic notification shall be sent to all applicants at the moment that they are rostered. This notification shall explain that they have been rostered and that they may be considered in the future for similar positions.
- An automatic notification shall be sent to the rostered applicant(s) upon being linked to a Job Opening through Roster Search.
- When the Hiring Manager identifies suitable roster applicants, he/she is encouraged to contact the applicant(s) to ascertain his/her interest and availability for the position.
- Roster candidates are encouraged to apply to positions for which they are qualified. They are advised to include in their cover letter that they are rostered applicants .

## 14.5 Roster Search

- Roster searches are conducted based on the job code (job family, category/level, functional title and roster type). The job functions, required qualifications and evaluation criteria as well as skills and pre-screening questions of the job opening under which roster applicants were rostered are identical or similar to the new job opening and may deviate by a maximum of 30%. Judgment will have to be applied by the **Recruiter** who is encouraged to seek advice from the substantive office on technical details as well as specific position requirements from the **Hiring Manager** to identify the closest match. Although it is required that the functions of the previously reviewed positions be similar to the new position being advertised, it is the responsibilities, i.e. the position requirements such as competencies, education, work experience, languages and other skill functions that must also be taken into account, since these requirements would be prerequisites in order to perform those functions.
- Roster searches for position-specific job openings are conducted by the **Recruiter/OGM** or the local human resources office responsible for the case during the posting period. The Recruiter/ OGM links and submits the rostered applicants found suitable for the position to the **Hiring Manager** during the posting period of the job opening.
- The Recruiter must link the roster applicants found suitable for the position to the job opening during the posting period of the job opening.

4. For field roster candidates, the respective department's Executive office in consultation with the Hiring Manager should advise the Recruiter if any roster applicants should be linked to the job opening within the posting period of the job opening.
5. Once a roster applicant is identified, the Hiring Manager is encouraged to contact the applicant(s) to ascertain his/her interest and availability for the position.
6. In entities that have approval for roster-based recruitment, roster searches are conducted by the **Occupational Group Manager** when a position becomes vacant for submission to the **Hiring Manager**.
7. The Roster Management functionality allows the **Recruiter** to search rosters using the evaluation criteria of the new job opening or narrow the search by selecting additional criteria.
8. The applicant selected from an inspira roster and linked to the job opening is marked with the symbol RM. The applicant selected from a Legacy roster and linked to the job opening is marked with the symbol GX.
9. Applicants who are on a roster but apply directly to the job opening will undergo the pre-screening process and have the disposition assigned by the pre-screening process and may be marked with the symbol RM/GX when they are linked to the job opening by the **Recruiter**, at which time they will be marked with the symbol RM/GX but their disposition will not change.
10. The rostered applicant who is informed of his/her inclusion in the pool of applicants for a new job opening cannot actively apply again.

## 14.6 Consideration of Roster Applicants

1. There is no minimum or maximum number of roster applicants that is to be added to a newly published job opening.
2. **Hiring Managers** may immediately recommend the selection of a qualified roster applicant from among the released rostered applications. The **Hiring Manager** is not required to interview the rostered applicant. In order to speed up the process, under such circumstances **Hiring Managers** need not record their evaluations of new non-rostered applications. Selection of a rostered applicant does not require a further review by the **Central Review bodies**. One or preferably several roster applicants found suitable may be recommended for selection at this stage.
3. Rostered candidates are eligible for consideration and selection as rostered applicants only if they were placed on the roster prior to or during the posting period of the Job Opening for which they are being considered.
4. In order to move the recommendation of the roster applicant forward for selection, the **Hiring Manager** shall be required to enter a final evaluation for the proposed roster applicant.
5. When more than one post is advertised in a job opening, the **Hiring Managers** may immediately recommend the selection of a qualified roster applicant from among the released rostered applications. The **Hiring Manager** is not required to interview the rostered applicant. In order to speed up the process, under such circumstances **Hiring Managers** need not record their evaluations of new non-rostered applications. Selection of a rostered applicant does not require a further review by the **Central Review bodies**. One or preferably several roster applicants found suitable may be recommended for selection at this stage.
6. The recommended list may be comprised of only rostered applicants, only new applicants or a mix of the two. A recommended list that only contains rostered applicants does not require a review by the **Central Review body**. In all other cases, the full recommended list must go to the respective **Central Review body** for endorsement. When the **Central Review body** is satisfied that the evaluation criteria were properly applied and/or the applicable procedures were

followed, the recommendation along with a reasoned record is submitted to the **Head of Department/Office** for making a selection decision.

7. When considering rostered candidates, the **Recruiter** should note that a candidate who served at a higher level upon a temporary promotion and has been rostered at a higher level than the level of the temporary promotion and has meanwhile returned to his/her original level, is only eligible for consideration for positions at one level higher than his/her personal level and is no longer a valid roster candidate at the higher level.

## 14.7 Selection of Roster Candidates

1. In instances where a selected candidate for a position-specific job opening fails to take up the functions within the specified period for personal reasons or vacates the position within one year of appointment, the **Head of Department/Office** may select another candidate from the list endorsed by the **Central Review body** with respect to the particular job opening. If no such candidate is available, the **Head of Department/Office** may select another candidate from the relevant roster or, if no roster candidate is found to be suitable, decide to advertise the position in the compendium.
2. The **Recruiter** will have to ensure that reference verifications and the required designation for positions performing significant functions in financial, human and physical resources as well as information and communication technology have been obtained for all rostered candidates from the Department of Management and the Office of Information and Communication Technology (OICT) prior to selection.
3. Once a job opening is advertised, **Hiring Managers** may immediately recommend the selection of a qualified roster applicant or qualified roster applicants (when filling multiple positions) from among the released rostered applications. **Hiring Managers** are not required to interview roster applicants but are encouraged to do so in a less formal setting in order to establish a sense of the applicant's overall fit within the team/unit. In order to speed up the process, under such circumstances the **Hiring Manager** need not record his/her evaluation of new non-rostered applications. Selection of a roster applicant is not required to go through a review by a **Central Review body**. One or preferably several roster applicants found suitable may be recommended for selection at this stage.
4. In order to move the recommendation of a roster applicant forward for selection, the **Hiring Manager** shall be required to enter a final assessment in order to 'recommend' the proposed roster applicant for selection.
5. In all other cases when either filling one or multiple position (s), **Hiring Managers** are required to review all new applications along with rostered candidates and must evaluate the profiles and record their findings as to whether they find the applicant as meeting none, some, or all of the required qualifications must be long-listed by the **Hiring Manager**. Any applicant found suitable (meeting the required and if applicable, any desirable qualifications) must be short-listed by the **Hiring Manager** to undergo at least a competency-based interview and/or an assessment exercise (knowledge-based test or other simulated exercise).
6. Rostered candidates are eligible for consideration and selection as rostered applicants only if they were placed on the roster prior to or during the posting period of the Job Opening in the **job family** for which they are being considered.
  - Where multiple positions are advertised under one job opening the **Hiring Manager** may immediately select one or more rostered candidates to one or more position(s), the **Hiring Manager** may then continue with the recruitment process for all new applications for any remaining positions and submit the recommended list after internal departmental



approval through the Executive Office for recruiter to review ahead of submission to the relevant Central Review body for endorsement.

7. The consideration and selection of a roster applicant shall be possible right up to the point before the **Hiring Manager** submits a recommended list via the Executive Office to the Recruiter to submit to the relevant **Central Review body** for endorsement. Once the recommended list of candidates is submitted, the **Hiring Manager** shall no longer be able to recommend a direct any selections from the roster.
8. Where only roster candidates are recommended for selection by the **Hiring Manager**, further reference to the **Central Review body** is not required.
9. In instances where a **Hiring Manager** recommends a combination of rostered and new applicants for a vacant position, the recommended list shall be reviewed by the **Central Review bodies**.
10. Where multiple positions are advertised under one job opening, the **Hiring Manager** may immediately select one or more rostered candidates to fill the position(s). For any remaining positions on the JO not filled through the roster, the **Hiring Manager** then continue with the recruitment process to fill the remaining positions and must submit a recommended list of candidates for review by the **Central Review body**. The recommended list can be comprised of a mixture of rostered and new candidates or a list of only new candidates.

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## Chapter 15: Placement Outside the Normal Process

This chapter provides information on when a candidate can be placed in a vacant position without undergoing the staff selection process and by whom.

### 15.1 Assistant Secretary-General for OHRM

The *ASG/OHRM* has the authority:

1. To decide on the lateral reassignment of staff members participating in a voluntary reassignment programme and Voluntary Initiative for Network Exchange (VINE), without reference to the **Central Review bodies**. The programmes, aiming to stimulate mobility of staff, are strictly voluntary. Such movement shall be limited to incumbents of positions approved for inclusion in the exercise and shall not affect the application of the normal rules governing promotion or selection of staff for vacant positions.
2. To place in a suitable position incumbents, other than staff members holding a temporary appointment, for positions which have been reclassified upward and for which an applicant other than the incumbent has been selected, when in need of placement outside the normal process.

### 15.2 Under-Secretary-General for Field Support

The *Under-Secretary-General* for Field Support has the authority to assign the following staff members when in need of placement outside the normal process:

1. Staff members in a family mission who have reached the maximum standard assignment length, in order to share the burden of service in non-family missions and to give opportunities for movement of staff from non-family missions to a family mission;
2. Staff members in peacekeeping operations or special political missions not limited to service with a specific mission, when necessary to meet surge requirements.

### 15.3 Head of Department/Office

1. Parent departments/offices are responsible for ensuring that the positions of staff members who are on mission detail and who hold a permanent, continuing or fixed-term appointment are blocked for the return of these staff members, as currently provided in paragraph 7 of ST/AI/404 dated 19 May 1995.
2. A *Head of Department/Office* has the authority:
  - a. To transfer staff laterally within his/her department/office/mission;
  - b. To assign staff temporarily to a higher-level position that is vacant or temporarily vacant. For temporary job openings expected to last for three months or longer, staff of the department/office concerned must be informed of the temporary job opening so as to give staff members the opportunity to express their interest in being considered. Departments/Offices are encouraged to also circulate the temporary job opening widely across the Secretariat in order to yield better results. Every effort must be made to limit temporary assignments to vacant positions to the shortest possible period, during which time the position must be filled under the procedures of this instruction.

## 15.4 Under-Secretary-General for General Assembly Affairs and Conference Services

The *Under-Secretary-General* for General Assembly Affairs and Conference Management has authority to transfer laterally language staff, including interpreters, translators, editors, verbatim reporters, proofreaders and production editors, up to and including those at the P-5 level, who serve in New York, Geneva, Vienna and Nairobi.

## 15.5 Selection for P-2 and P-3 Positions

A one-time exceptional measure until 31 December 2012 will be allowed to make efforts to place in P-3 posts (subject to geographic distribution), successful YPP (previously NCRE) candidates who were on the roster as of 31 December 2009.

## *Annex A: Sample of Assessment Exercises*

### **Sample #1 - Written exercise**

Please complete the following two exercises:

#### **Exercise 1:**

Summarize the report found below in your own words. The report should be reduced to approximately one third of its original length; the summary should have between 400 and 500 words and should be typed directly in an e-mail response. The summary should begin with the words: “The Secretary-General, in his note to the General Assembly stated that....” and should end with: “In conclusion, two options were provided...” Your response should not exceed 500 words.

#### **Exercise 2:**

The Regional Programme Centre (RPC) has been endorsed by the United Nations Programme Commission (UNPC) and has been established this year with a limited budget. As a new office, RPC will need to implement its new mandate/work programme. How do you see the mandate/work programme and interaction of an administrative service within the RPC? As the responsible officer, please formulate a mission statement for the Administrative Section of RPC. The response and mission statement should not exceed one single-spaced, typewritten page.

Failure to meet the guidelines for the exercise will result in the loss of points.

**Response Guide:** responses will be rated on the following bases:

- Clarity of thought and of presentation;
- Capacity to exhibit, in concise writing, logical and sequential thinking;
- Ability to articulate a position, conveying the maximum necessary information whilst making and defending recommendations;
- Proficiency in word processing.

#### **Note by the Secretary-General related to Exercise 1**

[Excerpt from the Note by the Secretary-General - A/53/327]

#### ***Introduction***

1. For many years, the Secretariat has considered that, for purposes of placement and promotion of staff whose appointment is subject to the system of desirable ranges, vacant posts circulated through an internal vacancy announcement were “internal vacancies” normally open to “internal candidates” only. “Internal candidates” were staff members who had previously been recruited under the system of desirable ranges, through the mechanisms established under the 100 series of the Staff Rules for appointments of one year or longer, that is, by competitive examination or a review by the appointment and promotion bodies. The system has been applied in a flexible manner, taking into account the legitimate career aspirations of staff as well as the changing needs of the Organization. Thus, it has been determined that external circulation of vacancies for posts at the P 5 level and above is in the interest of the Organization as it broadens the pool of candidates with the necessary qualifications at those levels and is a valuable tool in reaching the goal of gender equality.
2. As a result, candidates who have already gone through a rigorous screening process at the time of initial recruitment and have satisfied the requirements of equitable geographical distribution and gender balance can be reviewed and compared on their respective merits

under a simplified selection process. This creates valuable career progression opportunities for qualified internal candidates, on the clear understanding that if no internal candidate can be identified who meets the technical and professional requirements of the vacant post in a manner consistent with the highest standards of efficiency, competence and integrity under Article 101, paragraph 3, of the Charter of the United Nations, an external vacancy announcement will be issued to invite all interested candidates to apply for the post.

3. The practice described above came into being after the General Assembly adopted the Staff Regulations of the United Nations, specifically staff regulation 4.4, on 2 February 1952.<sup>3</sup> It is only subsequently that a formal distinction was made among various categories of staff who would be governed by different series of the Staff Rules. This was the case for technical cooperation experts, referred to as “project personnel”, for whom the 200 series of the Staff Rules was issued in 1954.<sup>4</sup> Similarly, the 300 series of the Staff Rules was issued originally for short term appointees and was extended in 1994 to include appointments of limited duration.<sup>5</sup> Despite the absence of reference to “internal vacancies” or “internal candidates” in the Staff Regulations themselves, it is noted that the General Assembly used the expression “internal vacancies” in paragraph 27 of section III.B of its resolution 51/226 of 3 April 1997, and in paragraph 2 of section V of its resolution 52/219 of 22 December 1997.
4. On 25 November 1997, the United Nations Administrative Tribunal rendered judgement No. 852, Balogun (1997) (AT/DEC/852), which was communicated to the Secretary General on 19 February 1998. In that judgement, the Tribunal ordered the Secretary General to allow the applicant, who had been recruited under the 200 series of the Staff Rules governing project personnel, “to submit his candidacy for any internal vacancies for which he is qualified and for which he applies”. A summary of the judgement is provided in annex I to the present report.
5. The reasoning used by the Tribunal goes far beyond the individual case it was considering. The judgement repeatedly refers to persons recruited under the 200 series of the Staff Rules, who could rely on the Tribunal's language to support the claim that they are eligible to apply for internal vacancies intended for 100 series staff members. Moreover, the Tribunal's reasoning is based on staff regulation 4.4, applicable to all staff who are “already in the service of the United Nations”, an expression which the Tribunal interpreted to mean staff “who are employed in the exclusive service of the Organization, who have taken an oath to the Organization and whose Letters of Appointment oblige them to abide by the terms and conditions of the Staff Regulations and Rules” (para. III of the judgement, reproduced in annex I). This definition would include not only all 200 series project personnel, but also all staff recruited under the 300 series of the Staff Rules on a short-term appointment or an appointment of limited duration, as well as all staff recruited under the 100 series of the Staff Rules outside the competitive examination system or without a review by the appointment and promotion bodies, as is the case for mission staff serving at established missions and staff appointed for less than one year.
6. As it now stands, the judgement makes it extremely difficult, if not impossible, for the Secretariat to comply with a number of General Assembly resolutions. Moreover, the system envisaged by the Tribunal to carry out in practice its interpretation of staff regulation 4.4 would require a whole new layer in the placement and promotion process, as well as a radical change in the role of the appointment and promotion bodies, which, in the Tribunal's view, would have to assume substantive functions now exercised by programme managers. Overall, the judgement would also have a serious impact on career development, especially for junior staff. In view of these fundamental concerns, application of the judgement has been limited,

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*3. Resolution 590 (VI). The Staff Regulations, as adopted by the General Assembly, were promulgated in ST/AFS/SGB/81/Rev.6 of 27 February 1952 and became effective as from 1 March 1952.*

*4. ST/AFS/SGB/94/Add.3 of 1 January 1954.*

*5. ST/SGB/Staff Rules/3/Rev.1.*

for the time being, to the individual applicant who had brought the case, pending consideration of the issues involved by the General Assembly.

***Issues related to the competitive examination system***

7. The competitive examination system could be rendered meaningless if the judgement was read to mean that any staff member holding a Letter of Appointment under the 200 series or under any series of the Staff Rules could apply for P 2 and P 3 vacancies. This would be inconsistent with several General Assembly resolutions, including paragraph 15 of section III.B of resolution 51/226, which reaffirmed the policy that appointment to P 1 and P 2 posts and to posts requiring special language competence shall be made exclusively through competitive examinations and that appointment to posts at the P 3 level shall normally be made through competitive examinations. This would also preclude full implementation of the measures taken to implement paragraph 16 of the same resolution which requested that special attention should be paid to the prospects of staff for promotion to the P 3 level.
8. In the judgement, the Tribunal remarked that 100 series appointments were, for posts above the P 3 level, open to external candidates who have not passed any kind of competitive examination (para. VII of the judgement, reproduced in annex I). This has been taken as an acknowledgement of the established policy of the Organization that posts at the P 2 and, normally, at the P 3 levels are filled by candidates who have passed a competitive examination. Accordingly, the Secretariat has continued to apply the rules implementing existing resolutions on the subject. Nevertheless, this interpretation remains subject to challenge and could be invalidated by the Tribunal in the future unless the General Assembly clarifies the matter.

***Issues related to the General Assembly's requirement that a well-defined category of staff, excluding 200 series project personnel, have one year of qualifying service before becoming eligible to apply for internal vacancies***

9. Paragraph 27 of section III.B of resolution 51/226 requires that persons serving in peacekeeping or other field missions fulfil the condition of one year qualifying service before becoming eligible to be considered for internal vacancies in the Secretariat.<sup>6</sup> This provision was clarified and amended by paragraph 2 of section V of resolution 52/219 in which the Assembly decided:

*“... that persons eligible to be considered for internal vacancies within the Secretariat after twelve months of service, as provided for in paragraph 27 of section III.B of resolution 51/226, shall be staff appointed in the Professional category and above under the 100 or 300 series of the Staff Rules to serve against peacekeeping support account posts at Headquarters or in peacekeeping or other field missions, and decides further that such eligibility shall be limited to vacant posts at the P 4 level and above.”*

The Secretariat is mindful of the fact that the above provision was drafted for the specific purpose of omitting 200 series project personnel from its scope, thus not allowing them to become eligible to apply for internal vacancies in the Secretariat after one year of service in the field. Therefore, applying the Balogun judgement to 200 series project personnel, even for posts at the P 4 level and above, would appear inconsistent with the letter and the intent of the resolution. So would application of the judgement to staff members serving under the 100 and 300 series of the Staff Rules, including those identified in resolution 52/219, since the judgement links eligibility to the fact that a person is a staff member, without requiring any qualifying period of prior service.

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<sup>6</sup> Paragraph 27 of section III.B of resolution 51/226 requested the Secretary-General “to ensure that persons serving in peacekeeping or other field missions become eligible for consideration for internal vacancies in the Secretariat after having served for at least twelve months” (emphasis added).

***Issues related to the application of the system of desirable ranges***

10. In paragraph 2 of section III.B of resolution 51/226, the General Assembly recognized the system of desirable ranges as the mechanism for the recruitment of staff in posts subject to geographical distribution, in accordance with Article 101, paragraph 3, of the Charter of the United Nations. The importance given by the Tribunal to the fact that all staff members already in the service of the Organization share the same legal obligations and should therefore benefit from the same rights (para. III of the judgement, reproduced in annex I) could seriously undermine the system of desirable ranges. Using the Tribunal's language, nationals of over represented countries previously recruited outside the system of desirable ranges - and therefore considered as "external" candidates - could object to the application of the restrictions inherent in that system once they have been allowed to apply for a post, because such considerations are not taken into account in respect of "internal" candidates who, by definition, were previously recruited under the system of desirable ranges. This could negate the strenuous efforts made over the years at the time of recruitment to ensure equitable representation of all Member States. This would also run contrary to Action 18 of the Secretary General's Programme for Reform, which aims at attaining significant progress on geographical and gender representation, with an early goal of having all Member States represented no later than 1999 (A/51/950, para. 233).
11. One way to ensure compliance with the desirable ranges in the long term would be to require all international staff to be recruited under the desirable ranges system, which at present applies only to 100 series staff appointed for a year or longer (unless the appointment is limited to a particular mission, office or programme, or is financed by the peacekeeping support account, as mandated by paragraph 13 of section III.B of resolution 51/226). This, however, would unduly limit the present ability of the Organization to select experts for service under the 200 series on the basis of individual expertise with respect to particular development projects. Moreover, the system of desirable ranges is fairly rigid and time consuming to administer and does not allow for the speed and flexibility required for mission staff, who must in some cases be recruited on a few days' notice. Finally, use of that system in recruiting temporary staff for periods of less than one year would be impracticable, as well as misleading if such temporary staff were added to those recruited on a longer term basis when comparing the actual geographical distribution of staff with the desirable ranges for each Member State.

***Issues related to the role and functions of the appointment and promotion bodies***

12. In order to put into effect its interpretation of staff regulation 4.4, the Tribunal indicated that the appointment and promotion bodies should be perfectly capable of considering all the applicants generated by removing the restrictions inherent to the circulation of "internal vacancies". Those bodies would review the applications and determine the best qualified candidate, after evaluating performance records and administering any test they would consider appropriate (para. VI of the judgement, reproduced in annex I). Under such a system, the appointment and promotion bodies would assume vastly expanded functions of a very different nature than is the case at present. Instead of ensuring that candidates are selected in accordance with all applicable standards and policies, rules and procedures, the appointment and promotion bodies would become responsible for assessing the substantive merits of the candidates through any means they consider appropriate, including the administration of tests to the applicants. In other words, an advisory body, which may not have the substantive technical knowledge required to assess candidates in a number of areas and is not responsible or accountable for programme delivery, would be charged with a substantive review of the candidates and would in effect select staff through whom programme managers would have to deliver - or attempt to deliver - their respective programmes. This new layer of review would not only add substantial delays but could lead to the introduction of a mechanism parallel to the test and examination system administered by the Office of Human Resources Management. All this would be completely at odds with the



Secretary General's reform and his determination to move away from the situation where delivery of mandated programmes is "hampered by excessive bureaucratic procedures and rules, with responsibility for management of resources in the hands of administrators who have no accountability for programme delivery".<sup>7</sup>

***Issues related to the distinction between career and non career staff***

13. A broad application of the judgement would do away with one essential element of the distinction which now exists between career and non career staff. As explained in a prior report of the Secretary General, the evolution that has taken place over the years has blurred the distinction previously made on the basis of the type of appointment (probationary, permanent or indefinite on the one hand, all other appointments on the other).<sup>8</sup> The only remaining criterion is the series of the Staff Rules under which staff are appointed.<sup>9</sup> Under staff rule 200.1, project personnel are appointed under the 200 series for technical assistance projects, which, by definition, are not part of the continuing essential functions of the Organization calling for a core of career staff. Under staff rule 300.1, the 300 series is applicable to staff members who are: (a) specifically engaged on short term appointments for conference and other short term service for a period not exceeding six consecutive months, or (b) specifically recruited on appointments of limited duration. The time limitation, which is the essential characteristic of the 300 series, also by definition excludes the possibility of a career within the Organization. Allowing 200 and 300 series staff to compete on an equal footing with staff appointed under the established procedures of the 100 series for posts to be filled by a 100 series staff member would remove an essential element of the existing distinction between career and non career staff and undermine the concept of career service, which implies a finite population of staff already "in the system" who can perfect their skills and acquire new ones by availing themselves of learning and development opportunities, thus readying themselves for new assignments and new challenges. All these matters raise fundamental questions of human resources policies, which will be considered in the context of the Secretary General's report on human resources management to be submitted to the fifty third session of the General Assembly.

***Options for legislative action***

14. Set out below are several options for legislative action which the General Assembly may wish to consider:
15. The General Assembly could accept the Tribunal's interpretation of staff regulation 4.4 by taking note of the judgement. This would make any staff member eligible to apply for any vacancy, regardless of the series of the Staff Rules under which he or she was appointed, regardless of the functions and length of prior service of the staff member (thus removing all restrictions contained in paragraph 27 of section III.B of resolution 51/226, as amended and clarified by resolution 52/219), and regardless of the requirements relating to competitive examinations, gender equality or equitable geographical distribution.  
  
Should the General Assembly decide to select this option, it could adopt a resolution in the form set out under option A in annex II to the present report.
16. The General Assembly could decide to amend staff regulation 4.4 in order to maintain and clarify policies of human resources management introduced and developed on the basis of prior resolutions, which are aimed at ensuring compliance with the highest standards of efficiency, competence and integrity, as well as the requirements of equitable geographical distribution and gender equality and on the basis of which career progression is made available to staff previously appointed under the 100 series of the Staff Rules for a year or longer through the established mechanisms.

*7. Renewing the United Nations: A Programme for Reform, A/51/950, para. 236.*

*8. Ratio between career and fixed-term appointments, A/C.5/51/34, of 22 November 1996, paras. 5-13.*

*9. See annex to document A/C.5/51/34, where the objectives followed by the Organization over the years on the question of career versus non-career appointments are set out.*

Should this option be selected, the General Assembly may wish to consider the suggested amendment to staff regulation 4.4 set out under option B in annex II to the present report.

## Sample #2 - Written Exercises

Summarize the report found below in your own words. The report should be reduced to approximately one third of its original length; the summary should have between 200 and 300 words and should be presented in final format as a MS Word document, with paragraph numbers and footer.

Failure to meet the guidelines for the two exercises will result in the loss of points.

**Response Guide:** responses will be rated on the following bases

1. Ability to write in a clear and concise manner and to communicate effectively;
2. Proficiency in word processing.

Ecology and economics should push in the same direction. After all, the “eco” part of each word derives from the Greek word for “home”, and the protagonist of both claim to have humanity’s welfare as their goal. Yet environmentalists and economists are often at loggerheads. For economists, the world seems to be getting better. For many environmentalists, it seems to be getting worse. These environmentalists have developed a sort of “litany” of three big environmental fears: natural resources are running out; population is ever growing, leaving less and less to eat and the planet’s air and water are becoming ever more polluted. Human activity is thus defiling the earth, and humanity may end up killing itself in the process. The trouble is the evidence does not back up this litany. The early environmental movement worried that the mineral resources on which modern industry depends would run out. Clearly, there must be some limit to the amount of fossil fuels and metal ores that can be extracted from the earth; the planet, after all, has a finite mass. But that limit is far greater than many environmentalists would have people believe. Reserves of natural resources have to be located, a process that costs money. That, not natural scarcity is the main limit on their availability. However, known reserves of all; fossil fuels, and of most commercially important metals, are now larger than were believed to be. In the case of oil, for example, reserves that could be extracted at reasonably competitive prices would keep the world economy running for about 150 years at present consumption rates. Add to that the fact that the price of solar energy has fallen by half in every decade for the past 30 years, and appears likely to continue to do so into the future, and energy shortages do not look like a serious threat either to the economy or to the environment. The population explosion is also turning out to be a bugaboo. As far back as the end of the 18th Century Thomas Malthus claimed that, if unchecked, human population would expand exponentially, while food production could increase only linearly, by bringing new land into cultivation. He was wrong, Population growth has turned out to have an internal check; as people grow richer and healthier, and they have smaller families. Indeed, the growth rate of the human population reached its peak, of more than 2% a year, in the early 1960s. The rate of increase has been declining ever since. It is now 1.26%, and is expected to fall to 0.46% in 2050. The United Nations estimates that most of the world’s population growth will be over by 2100, with the population stabilising at just below 11 billion. Granted, the threat of pollution is real, but exaggerated. Many analyses show that air pollution diminishes when a society becomes rich enough to be able to afford to be concerned about the environment. For London, the city for which the best data are available, air pollution peaked around 1890. Today, the air is cleaner than it has been since 1585. There is good reason to believe that this general picture holds true for all developed countries. And, although air pollution is increasing in many developing countries, they are merely replicating the development of the industrialized countries. When they grow sufficiently rich they, too, will start to reduce their air pollution. All this contradicts the litany. Yet opinion polls suggest that many people, in the rich world, at least, nurture the belief that environmental standards are declining. Scientific funding goes mainly to areas with many problems. That may be wise policy, but it will also create an impression that many more potential problems exist than is the case. The attitude of the media is also a factor in the distortion. People are clearly more curious about bad news than good. Newspapers and broadcasters are there to provide what the public wants. That, however, can lead to significant distortions of perception. To replace the litany with facts is crucial if people want to make the best possible decisions for the future.

## Sample #3 - Presentation

Please complete the following exercise in one hour and a half:

Choose from the following two subjects and prepare a PowerPoint presentation:

1. You are asked to make a recommendation about the proposed relocation of a programme's head office from Sierra City to Tango Town. You are required to present your analysis, views and recommendation on the relocation. You are expected to fully explain the reasoning and answer questions by the assessors about your recommendation.
2. You are asked to establish a mechanism for registering gifts and benefits received by individual staff members. Your presentation should contain a quick reference guide on the Organizations policy in receiving gifts and benefits, a checklist for recipients of gifts and benefits - as well as a property control and inventory system for all gifts handed over to the General Services Section.

For both subjects, your target audience are all Directors of your duty station. Be sure that you would feel comfortable answering supplementary questions about the presentation.

You have an hour to prepare your presentation and 10 to 15 minutes to deliver it.

**Response Guide:** responses will be rated on the following bases:

1. Capacity to present, in a concise manner, conveying key elements on the topic and issues of interest;
2. Proficiency in presentation techniques;
3. Thinking logically and analytically.

## Exercises to Measure a Particular Set of Job Skills

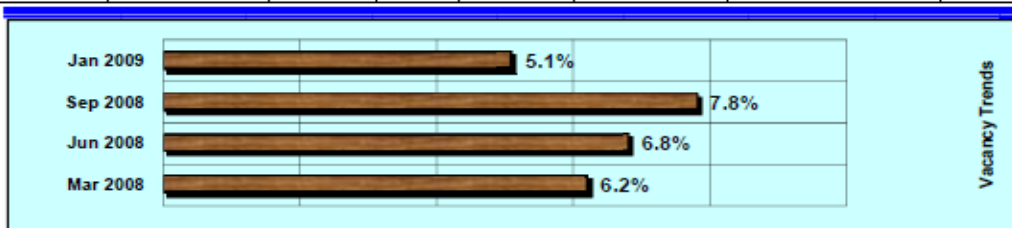
### Sample #4 - Exercise in numerical reasoning and accuracy

Human resources vacancies are defined as posts available for recruitment (either in circulation or available for circulation in the legislative system) and established for one year or more. Below is an overview of the staffing complement of the Department.

Please provide in no more than one page (single spaced) a trend analysis and quantitative assessment of the vacancy rate situation in the Department.

#### Vacancy Rates

Level	Authorized	On Board	Male	Female	Gender (F%)	Under Recruitment	Vacancy Rate <sup>1</sup>
USG	1	1		1	100%	0	0.0%
ASG							
D-2	2	2	2	0	0%	0	0.0%
D-1	5	4	1	3	75%	1	20.0%
Subtotal	8	7	3	4	57%	1	12.5%
P-5	20	15	9	6	40%	1	25.0%
P-4	57	50	31	19	38%	10	12.3%
P-3	39	32	16	16	50%	8	17.9%
P-2/P-1	7	6	2	4	67%	3	14.3%
Subtotal	131	110	61	49	45%	23	16.0%
GS-PL	18	18	6	12	67%	2	0.0%
GS-OL	261	261	146	115	44%	12	0.0%
Subtotal	279	279	152	124	44%	14	0.0%
<b>Total</b>	<b>410</b>	<b>389</b>	<b>213</b>	<b>173</b>	<b>44%</b>	<b>37</b>	<b>5.1%</b>



<sup>1</sup> In IMIS the vacancy situation is based on the budgetary definition of vacancy. A post will therefore show vacant when no funding is used against it and/or when the PA related to it has not yet been processed under IMIS (even if it is in the pipeline). Posts that are being used for temporary recruitment are reflected as not vacant.

Failure to meet the guidelines for the exercise will result in the loss of points.

**Response Guide:** responses will be rated on the following bases

1. Proficiency in data analysis;
2. Thinking logically and analytically;
3. Capacity to present, in a concise manner, conveying key elements on the topic and issues of interest.

## Sample #5 - Knowledge (Project cycle management)

In your own words, describe the most important tasks of the project manager during the design stage.

Describe the work of the project manager's team during the design stage.

Think of a project that ended in success. List as many things as you can that were done right during the design stage.

## Sample #6 - Knowledge (Planning and Organising)

In business as in a civil service, if you have no goals, you are sure to lose. A common denominator of all outstanding HR practitioners is their attention to the planning process, followed by constant monitoring and adjustment as required.

Prepare a work plan that should encompass all the requisite goals for a benefits and entitlement officer working in a medium size duty station. The work plan should include goals, timelines/ milestones and success criteria.

- How do you manage your time and objectives?
- How would or do you monitor the progress of a typical annual entitlement case (e.g. education grant and education grant travel)?

## Sample #7 - Simulation Exercise

Read the news bulletin found below. A typewritten, single-spaced document should be presented in final format as a MS Word, with paragraph numbers, a header and footer. Failure to meet the guidelines for the two items will result in the loss of points.

Please use the attached subway map for guidance. You are required to prepare two (2) items:

1. A briefing note for the Head of Office as Designated Security Official on the operational actions which you, as Chief of Security, have initiated;
2. A broadcast message to all staff at your duty station which will be read out over the Public Announcement System and posted on the intranet.

**Response Guide:** responses will be rated on the following bases:

1. Ability to work under pressure and analyse a complex situation;
2. Judgement;
3. Capacity to exhibit, in concise writing, a position
4. In-depth knowledge of security operational procedures;
5. Proficiency in word processing.

**BREAKING NEWS:** Scores die in bomb carnage

Powerful explosions have torn through three metro train stations during the morning rush hour, with latest reports speaking of 173 people killed. Near simultaneous blasts hit Alfa station in the city centre and two smaller stations - Bravo and Charlie (a short distance to the Universal Prayer Centre).

No group has admitted responsibility but the government blames Al-Queda for the attacks which come ahead of today's United Nations conference on terrorism. "There is no doubt Al-Queda is responsible," said a civil servant at one of the subways stations. "Al-Queda had been looking for a massacre," the civil servant said. "Unfortunately, today it achieved its goal," he told news reporters, saying the security services were certain Al-Qaeda was behind the blasts.

There was no warning ahead of the attacks. In total there were 10 blasts, said a senior terrorism expert, and police had defused three other devices hidden in backpacks.

The three explosions at Alfa station happened at about 0845, destroying a train that was pulling into the station. There were also four blasts in a street outside. "People started to scream and run, some bumping into each other," the civil servant who was on the platform, told the Associated Press. "I saw people with blood pouring from them, people on the ground."

A 28-year-old man, who was travelling on the train, told reporters that the carriage behind his had been thrown up in the air. As people scrambled out, he tried to help the injured. "I held a girl as she died in my arms," he told reporters.

Alfa is a huge metro station on the same subway line leading to the location to the United Nations, and Charlie station on another line, where there were similar scenes of destruction and chaos.

From the initial confusion, the scale of death and destruction has become ever more apparent. The authorities say that, so far, 173 people are known to have died. At least 300 people have been injured and the city's hospitals, swamped with casualties, have made an urgent appeal for blood donations.

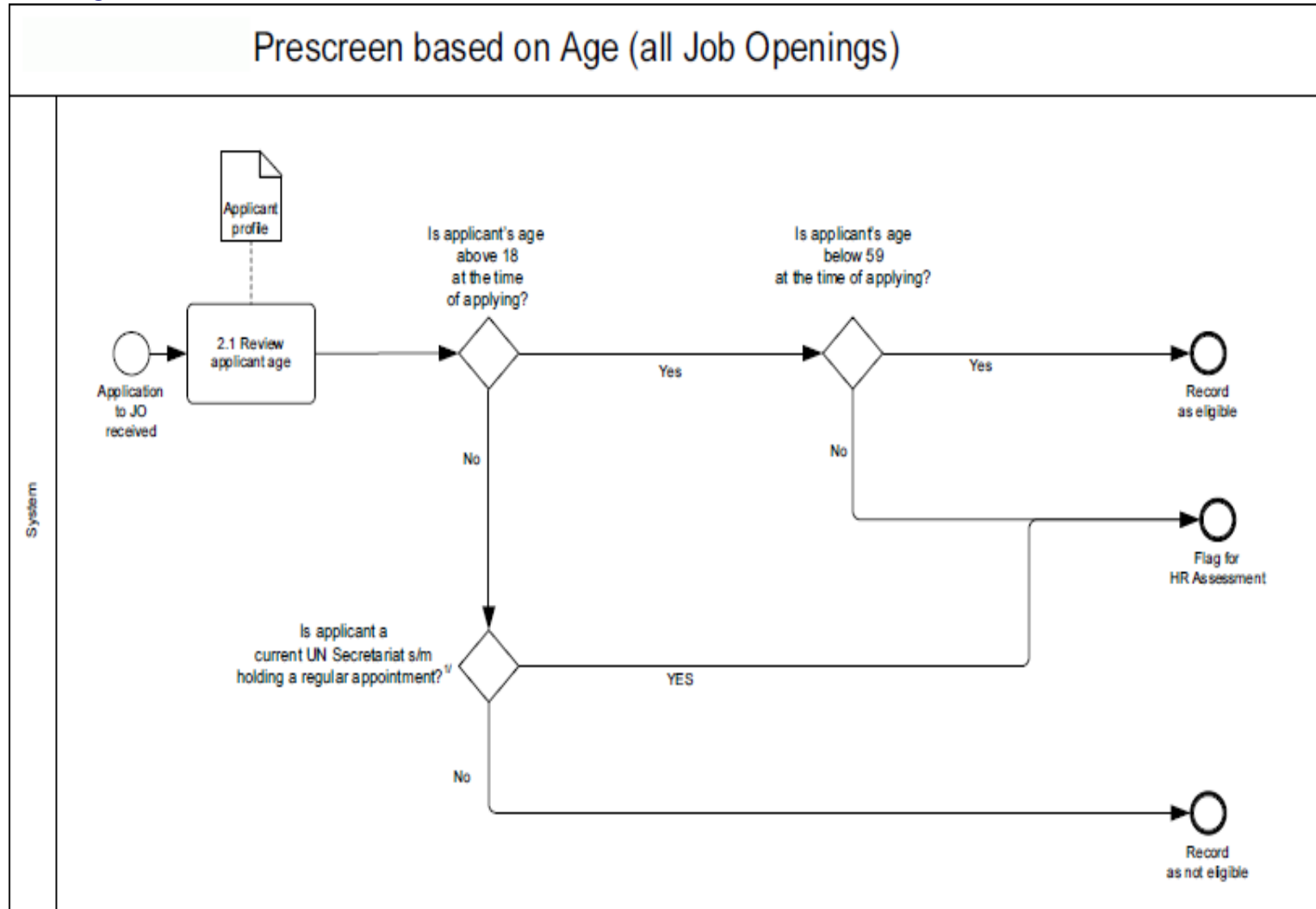
More to follow, as updates come in.

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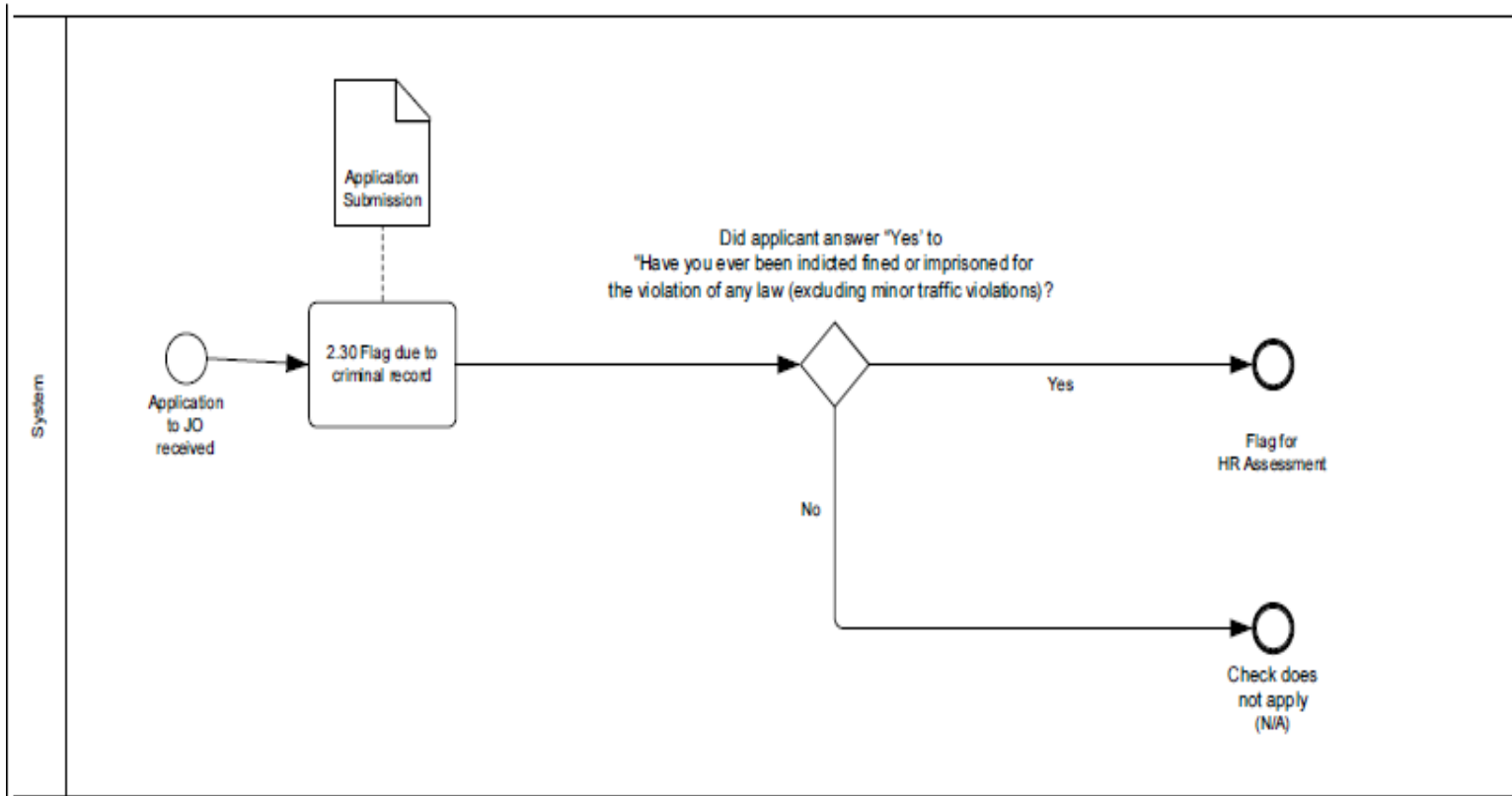


## Annex B: Pre-Screening and Eligibility Assessment Flow Diagram

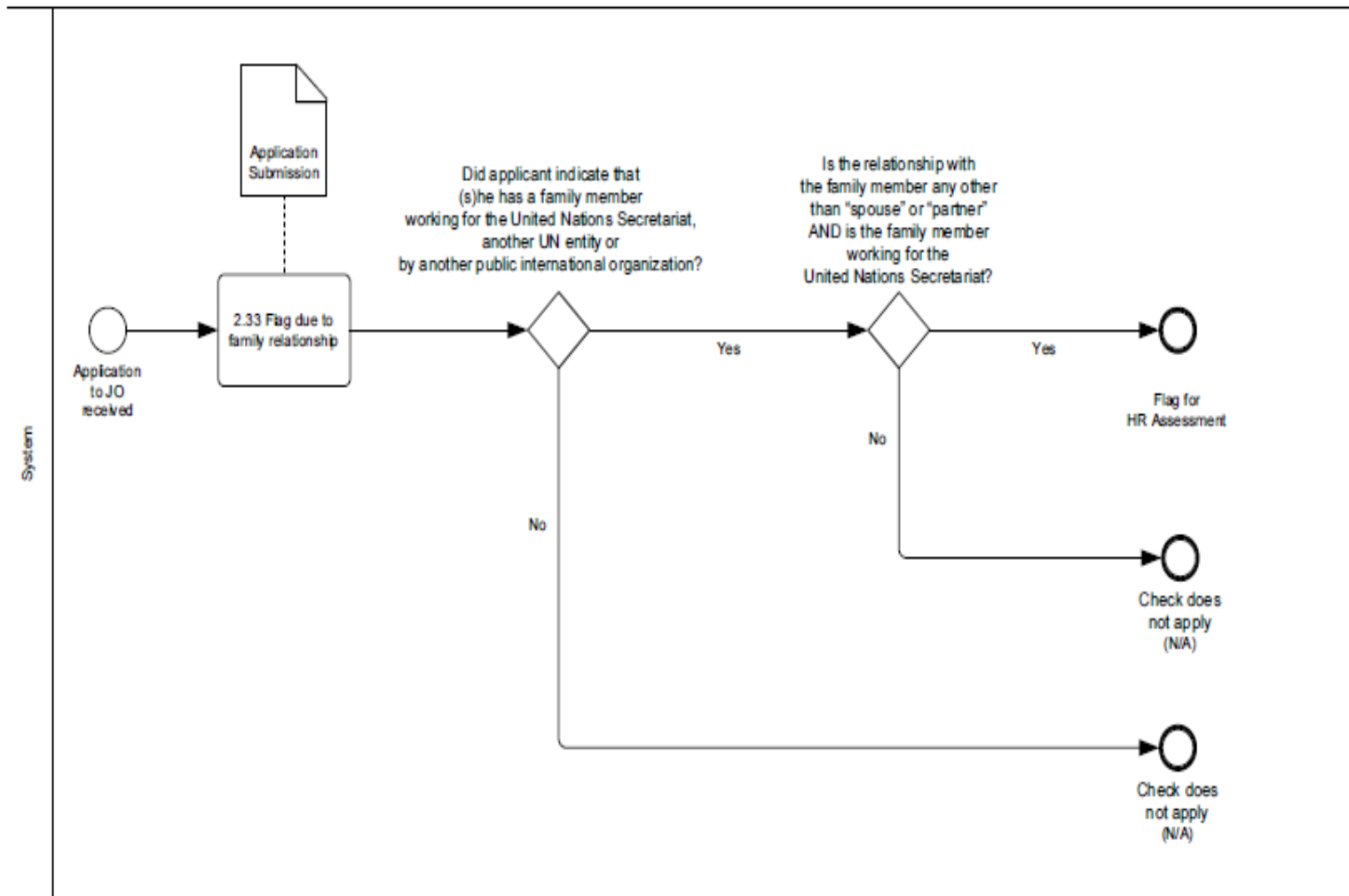
### Pre-Screening



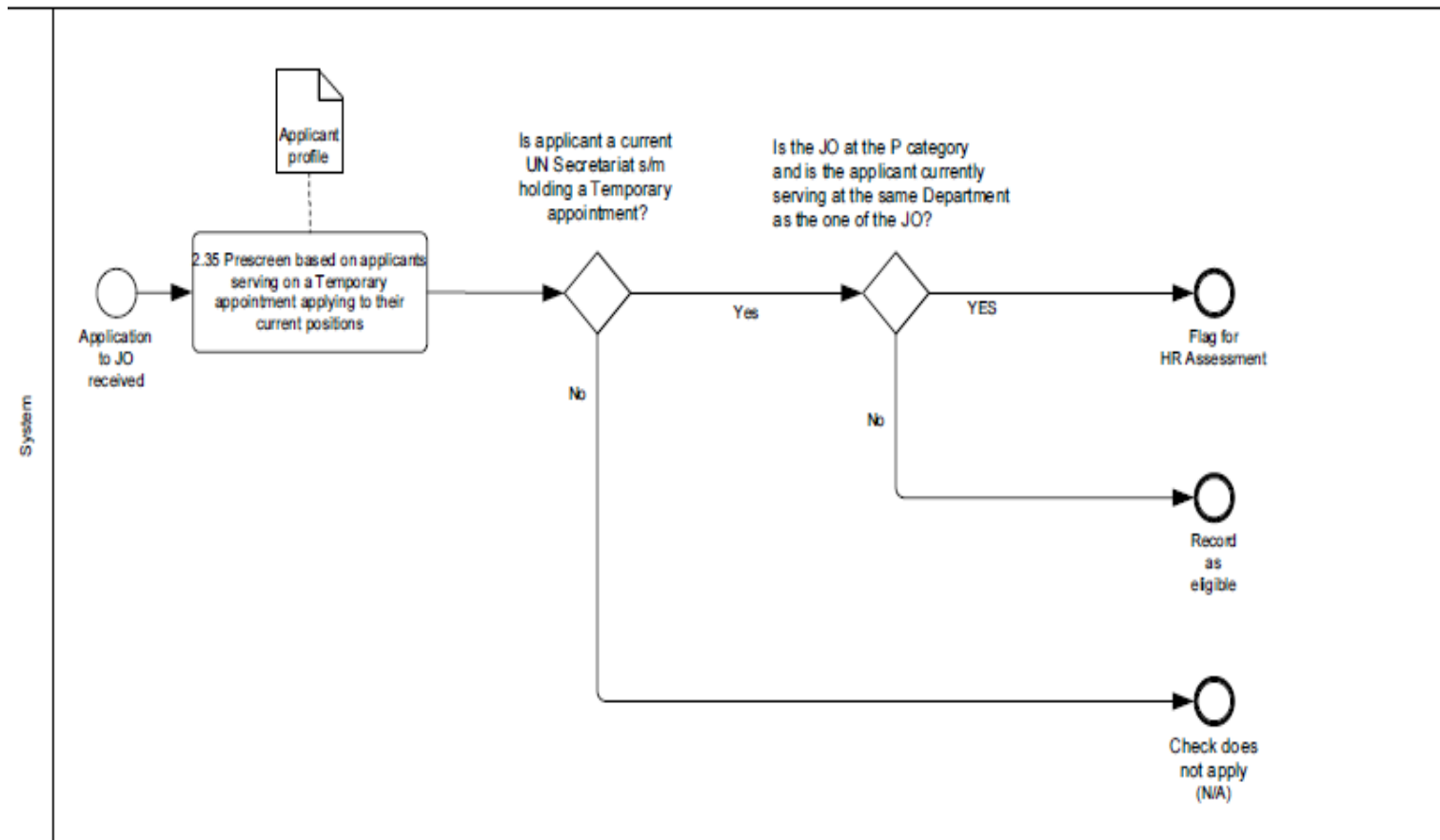
## Flag due to criminal record (all Job Openings)



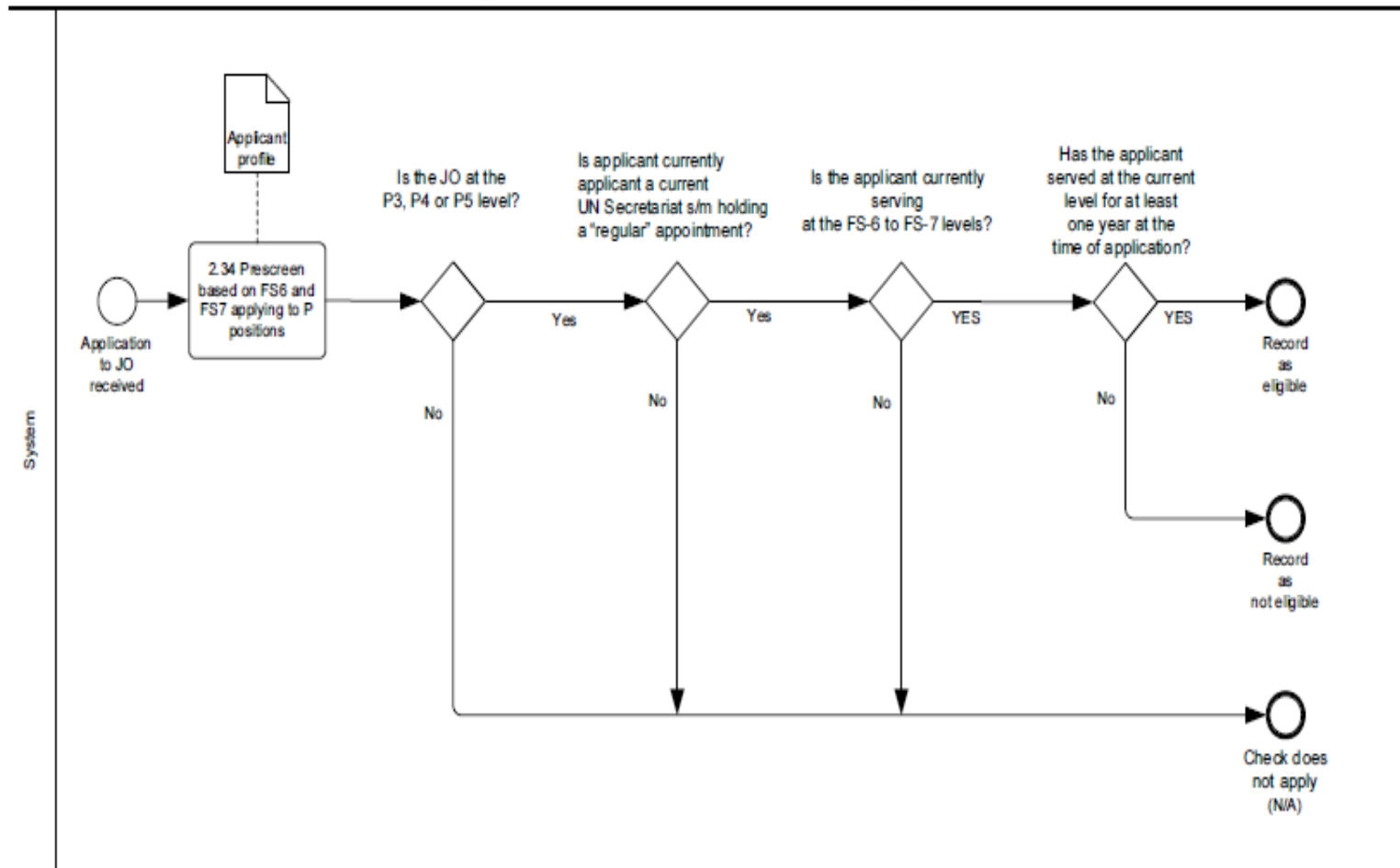
## Flag due to family relationship (all Job Openings)



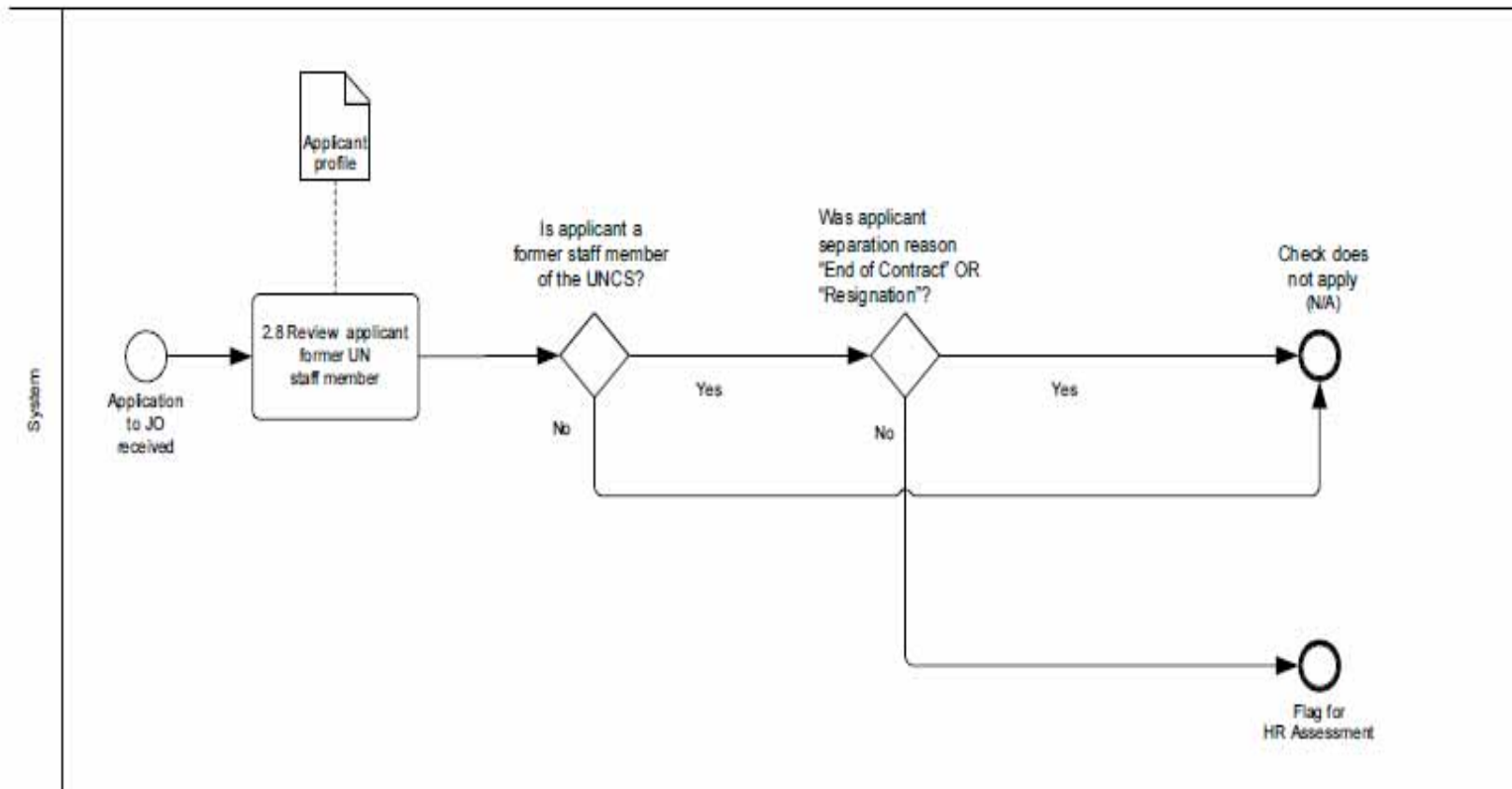
## Prescreen based on applicants serving on a Temporary Appointment applying to their current positions (for all Prof. and above JOs)



## Prescreen based on FS6 and FS7 applying to P positions (for all Prof. and above JOs)

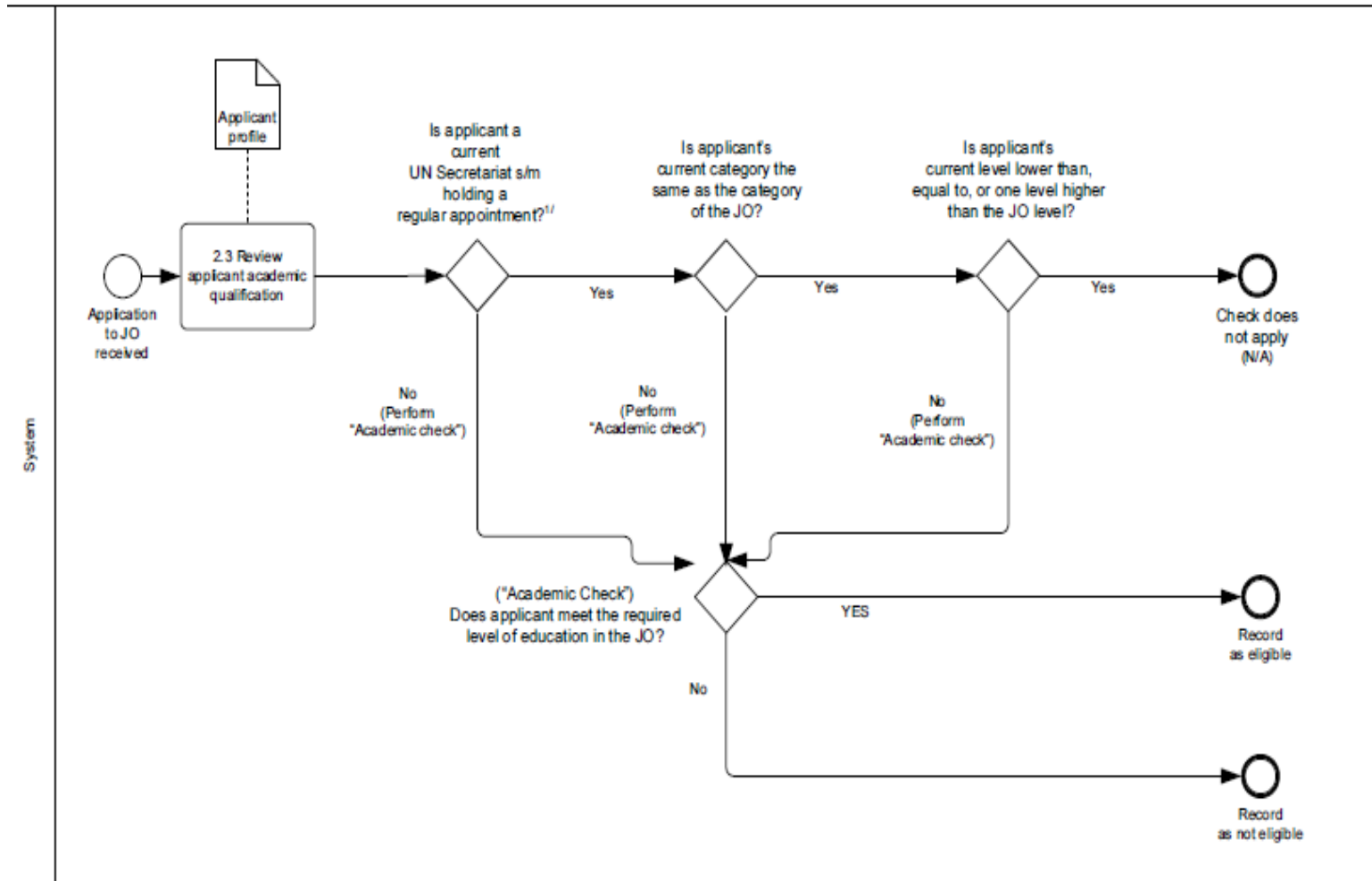


## Prescreen former UN staff member (all Job Openings)



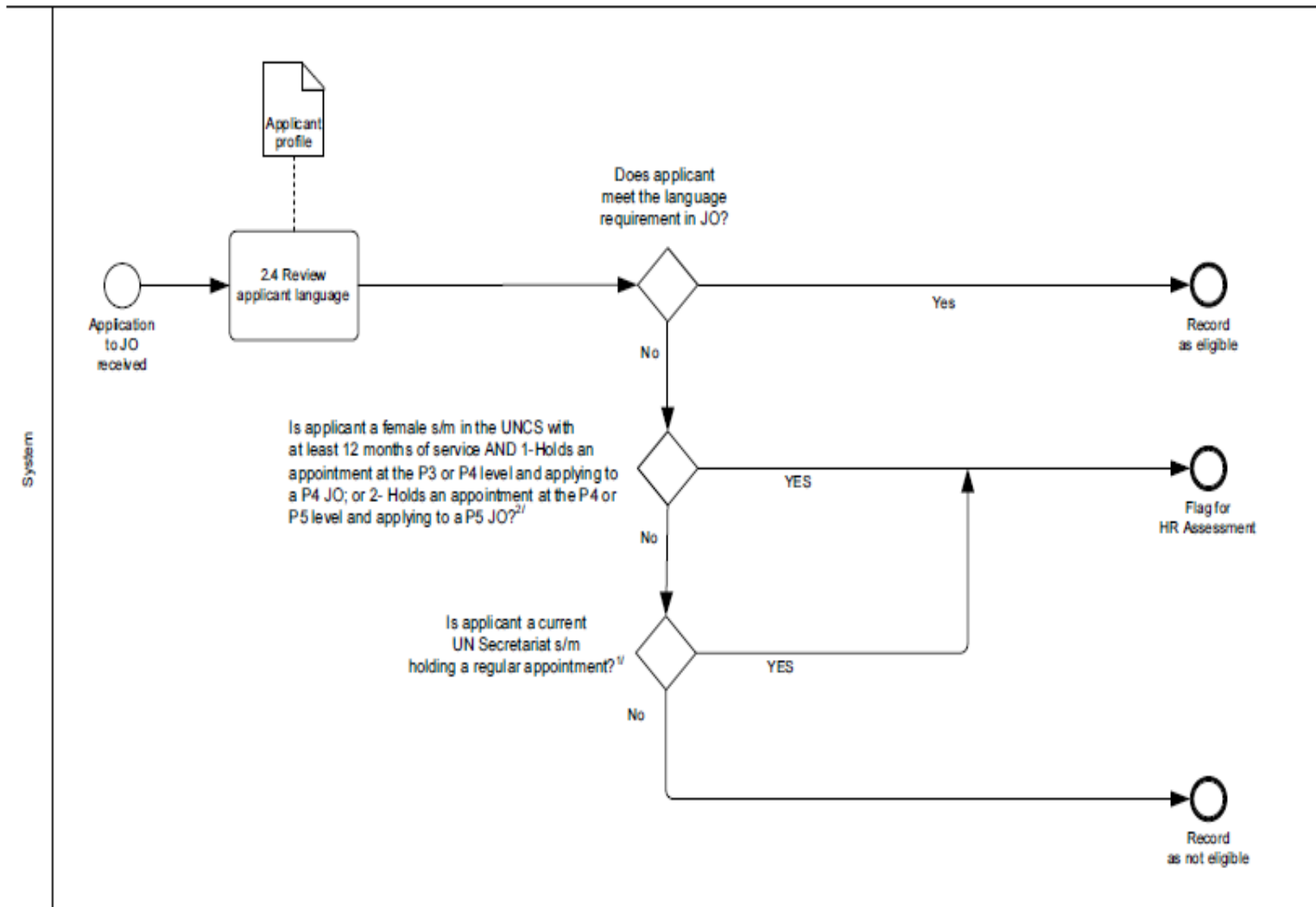
**Eligibility Criteria for All Applicants**

**Prescreen based on Academic Qualification (all Job Openings)**



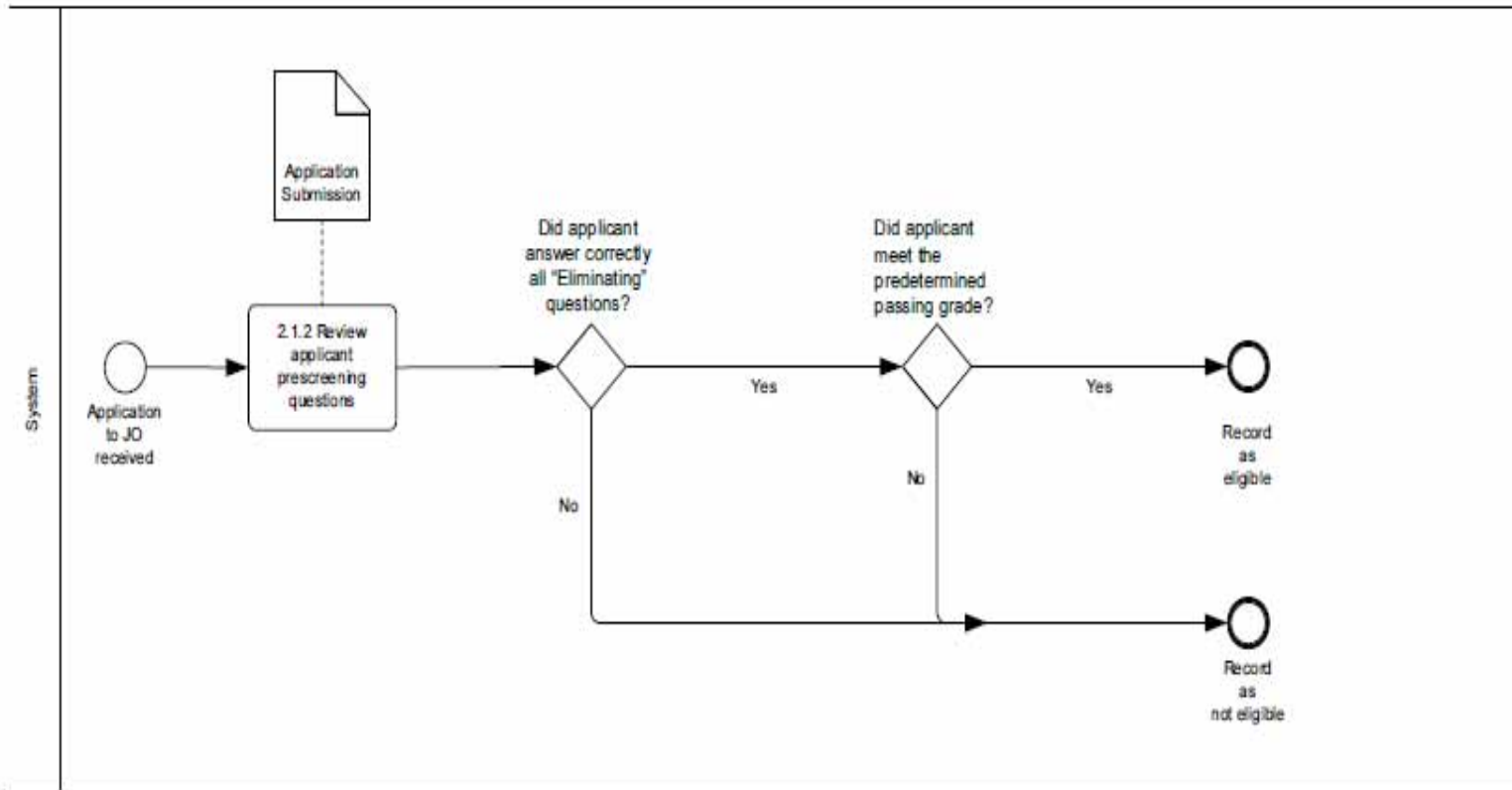
Note: 1) UN Secretariat - Regular Appointment is defined as: Continuing, Fixed-term, Indefinite, Permanent, Probationary and Secondment

## Prescreen based on Language (all Job Openings)

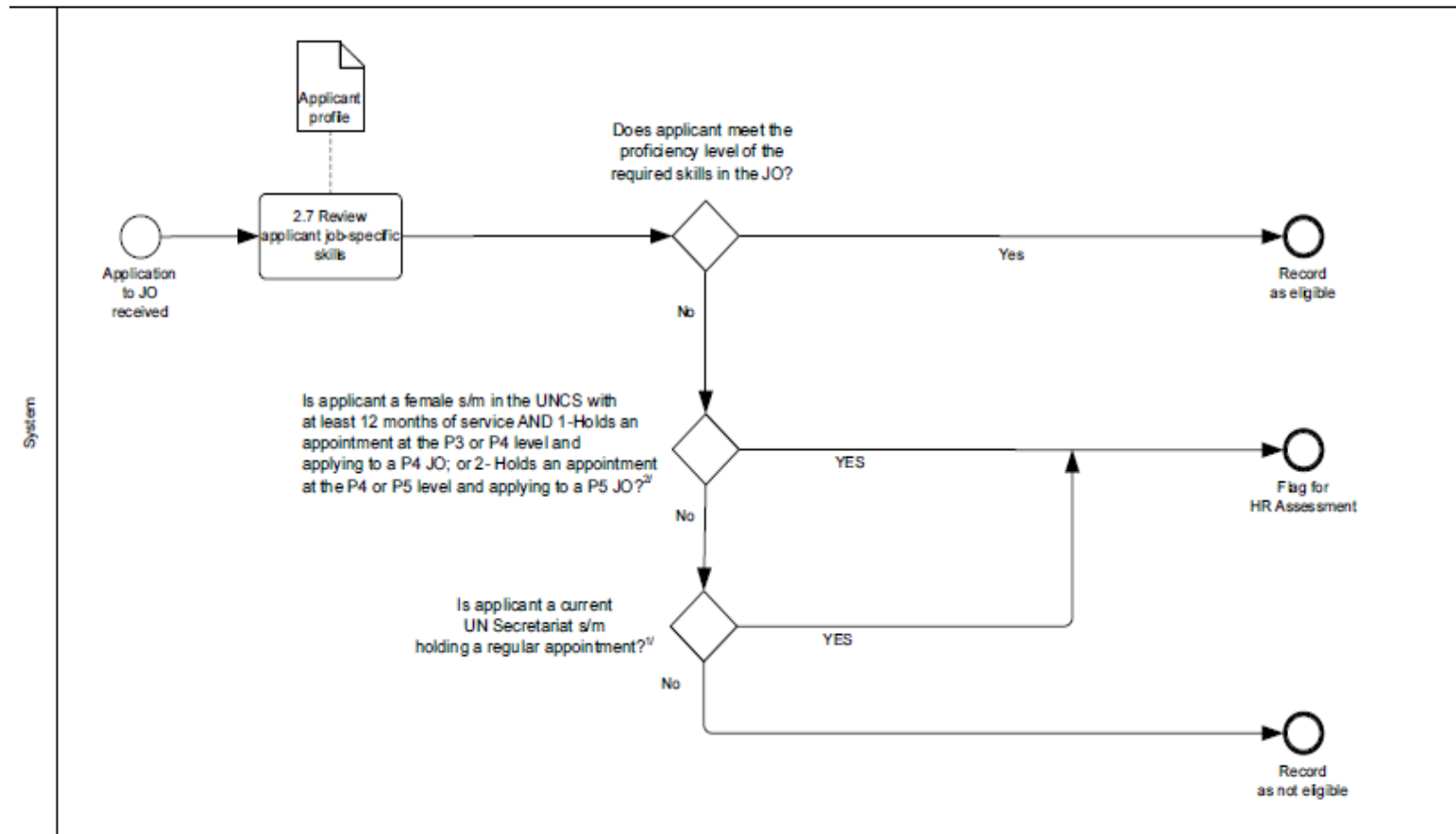




## Prescreen based on Prescreening Questions (all Job Openings)



## Prescreen based on Job-Specific skills (all Job Openings)



Note: 1) UN Secretariat - Regular Appointment is defined as: Continuing, Fixed-term, Indefinite, Permanent, Probationary and Secondment

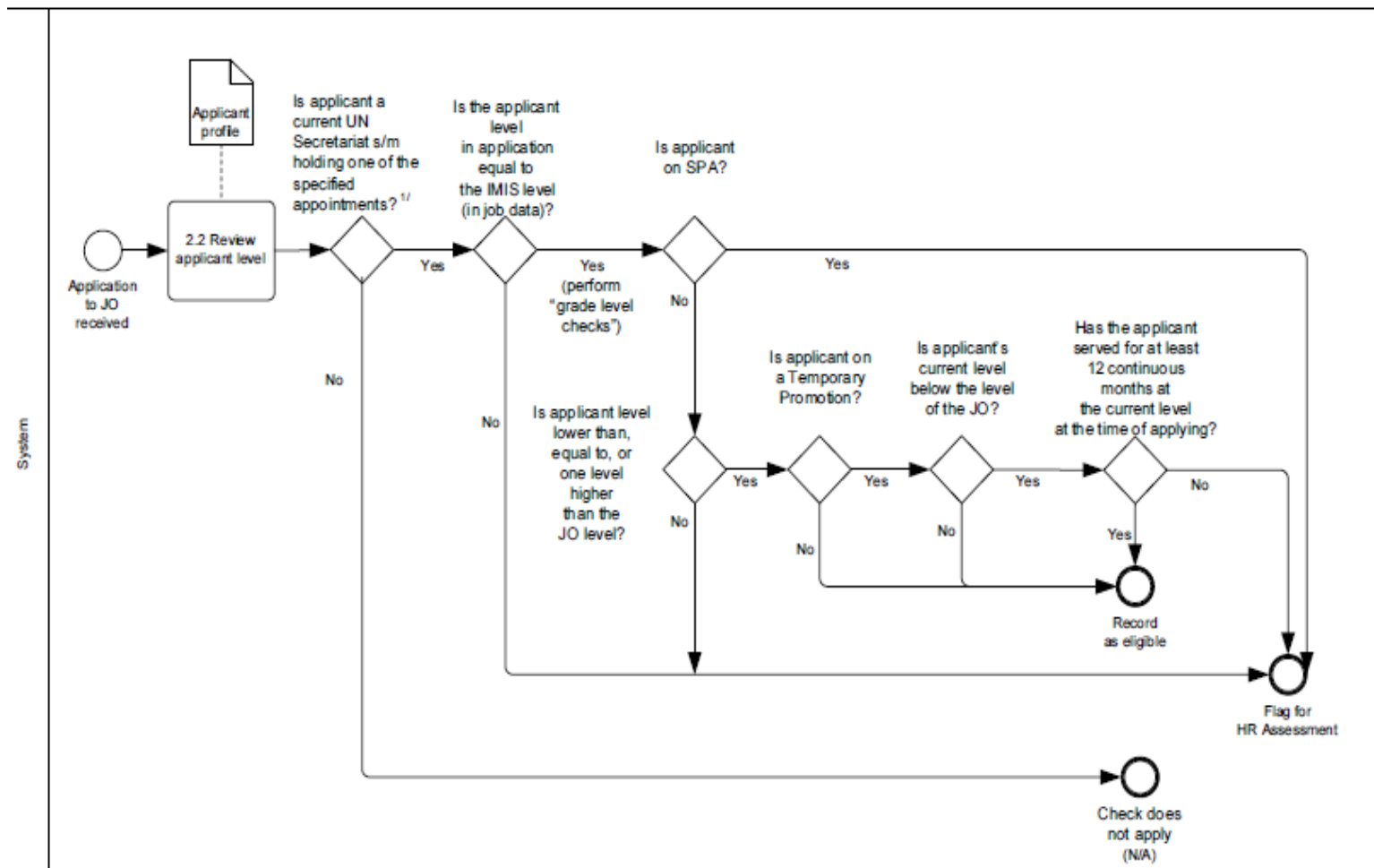
Note: 2) UN Common System - Appointment is defined as: Continuing, Fixed-term, Indefinite, Intermediate, JPO, Long Term, Permanent, Probationary and Secondment)

Note: 3) This prescreening is applicable for all JOs. Whether the candidate possesses the job-specific skills indicated in the JO.

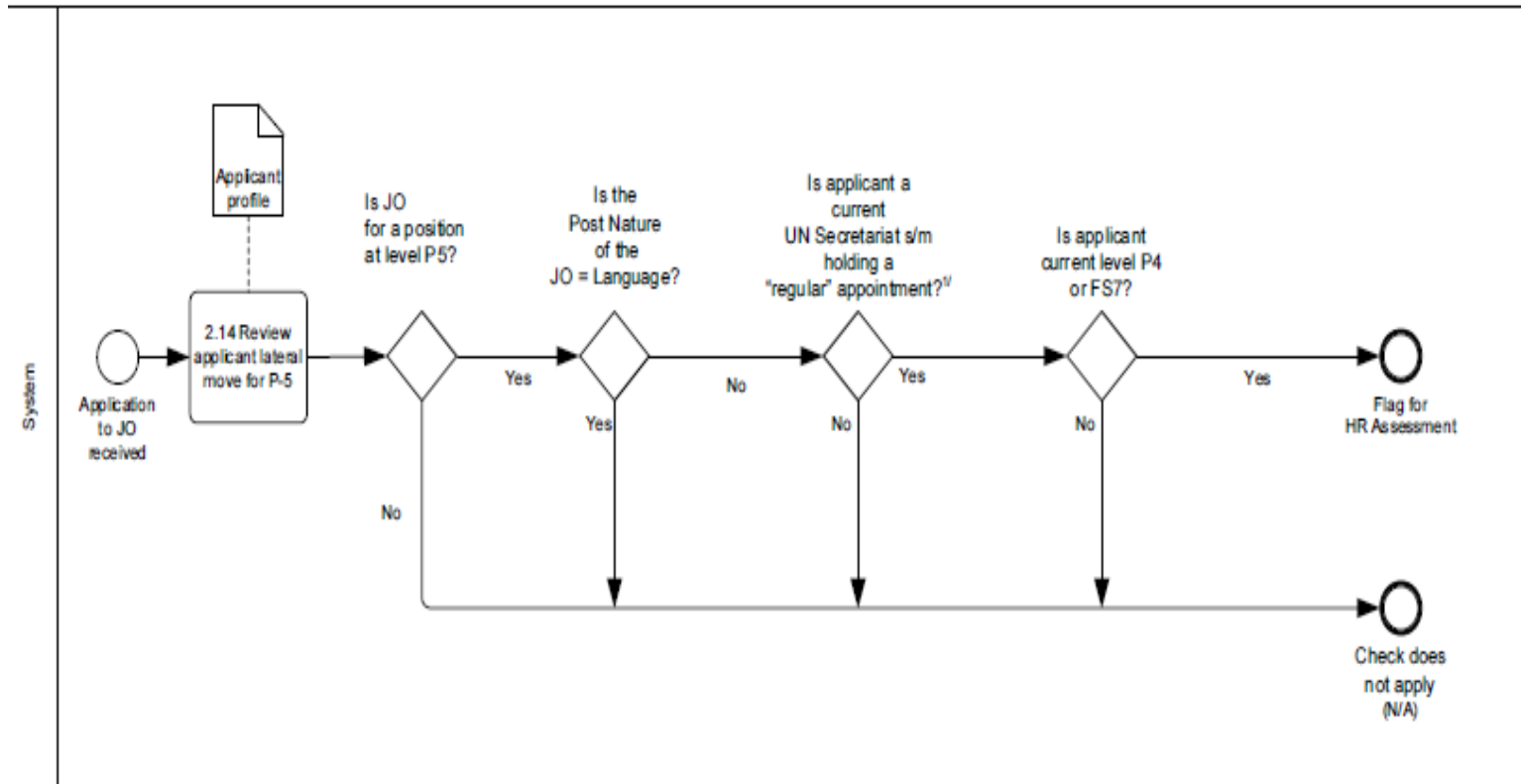
Each job code (attached to JO) also has skills associated with it. Applicant must have the required job skills based on the job code associated to the JO. This should be a mandatory field in the system

**Eligibility Criteria for Serving Staff Member Holding an Appointment other than a Temporary Appointment**

**Prescreen based on Level (all Job Openings)**



## Prescreen based on Lateral Moves for P-5 (P-5 Job Openings)

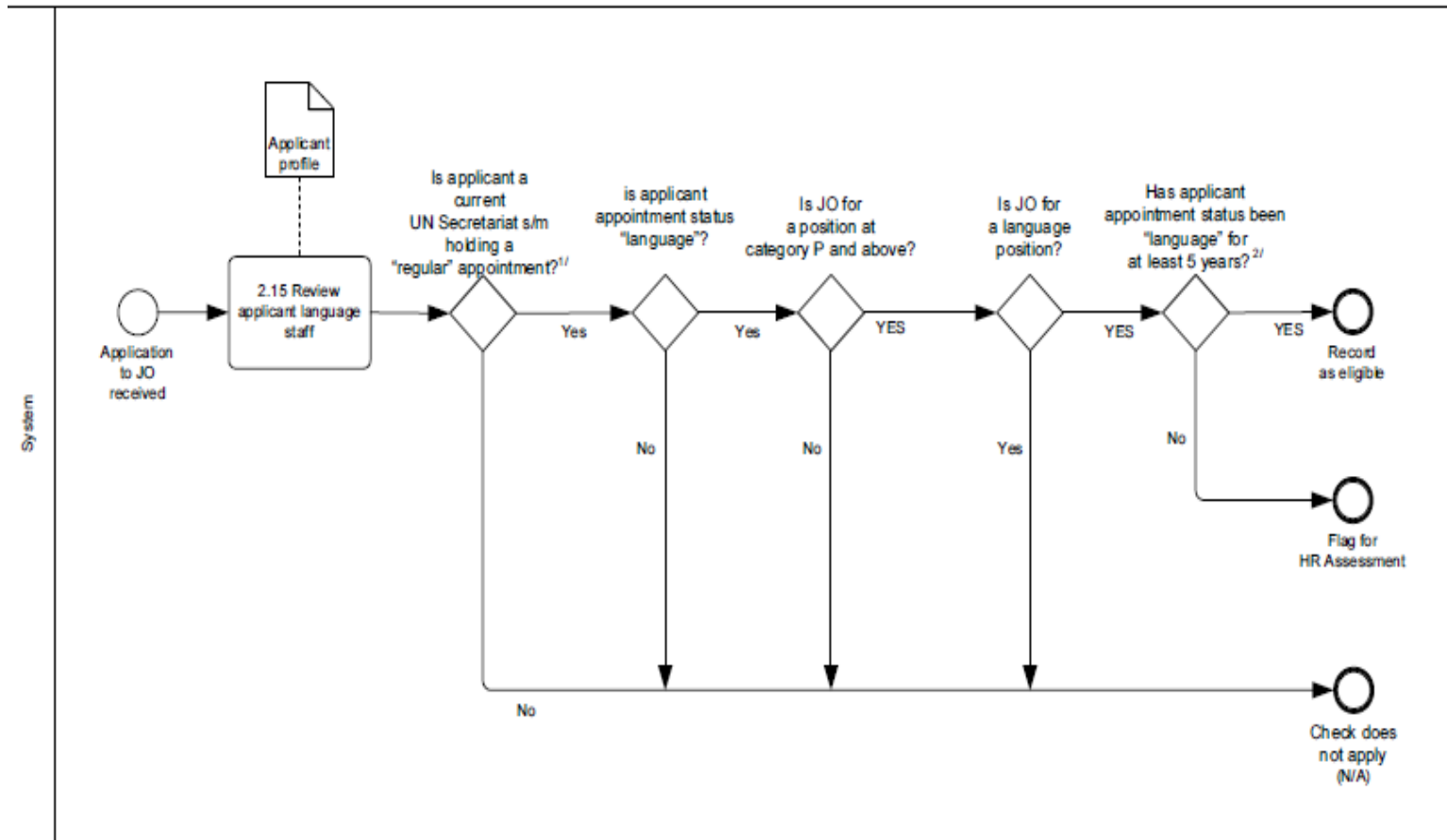


Note: 1) UN Secretariat - Regular Appointment is defined as: Continuing, Fixed-term, Indefinite, Permanent, Probationary and Secondment

Note: Notwithstanding the above, and in order to meet the General Assembly's concern about high vacancy rates in some regional commissions and duty stations, the requirement:

- a) shall be reduced to one lateral move when a staff member has served in the Professional category in Nairobi or a regional economic commission other than the Economic Commission for Europe or any family non-H duty station (A, B, C, D or E) for one year or longer, or when a staff member is applying for a P-5 position at those duty stations from another duty station; and
- b) shall be waived when a staff member has served in the Professional category at a non-family mission or duty station for one year or longer.

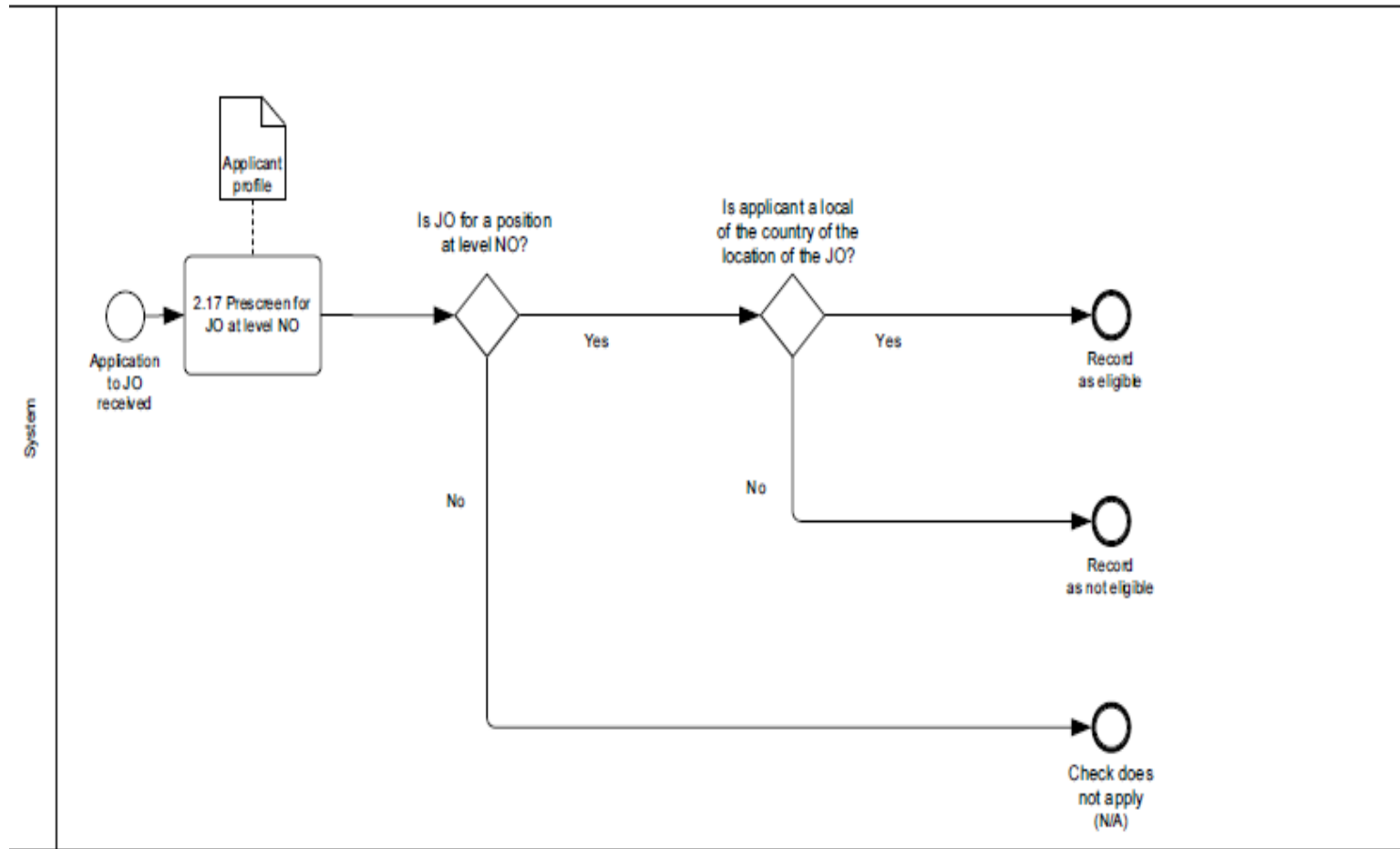
## Prescreen Language Staff applying to non-language positions (all non-language positions at the P and above category Job Openings)



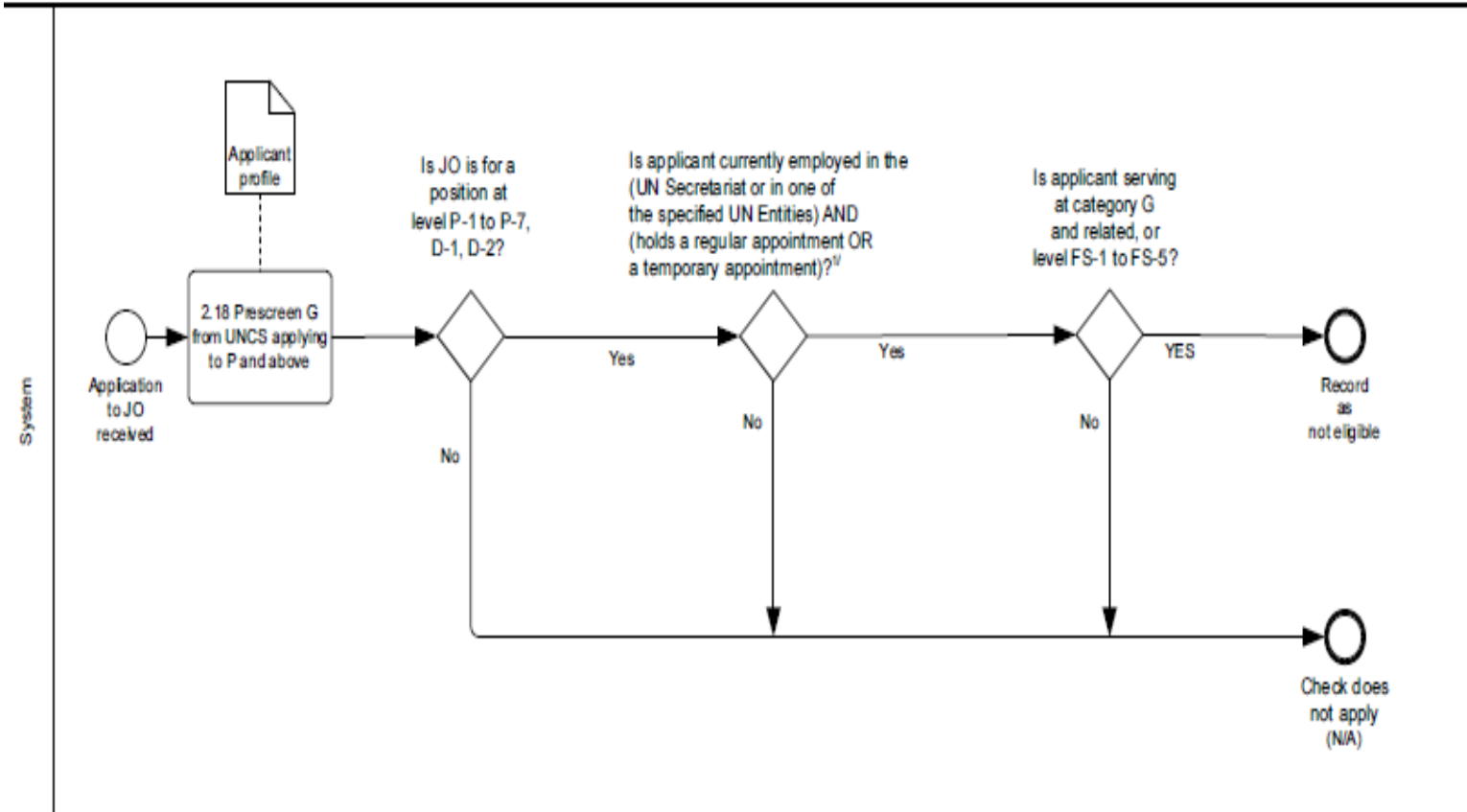
Note: 1) UN Secretariat - Regular Appointment is defined as: Continuing, Fixed-term, Indefinite, Permanent, Probationary and Secondment

Note: 2) Language staff are expected to serve at least five years in language posts before they may be selected for a post other than a language post

## Prescreen for JO at level NO (all NO Job Openings)



## Prescreen G from UNCS applying to P and above (for all Prof. and above JOs)

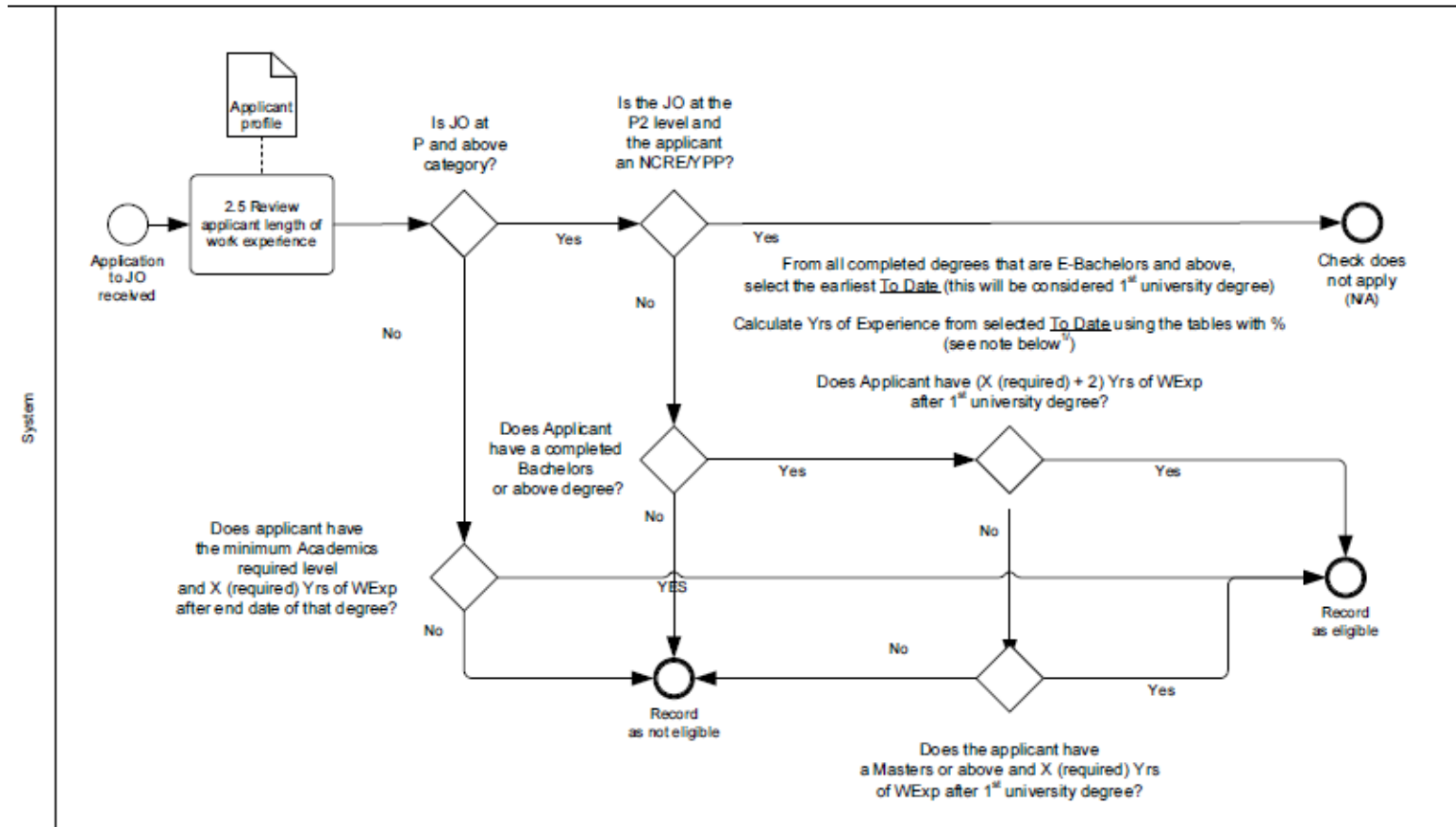


Note: 1) UN Secretariat - Regular Appointment is defined as: Continuing, Fixed-term, Indefinite, Permanent, Probationary and Secondment

2) UN Entities = UNS, UNICEF, UNFPA, WFP, UNOPS, UNDP, UNU, ICTR, ICTY, UNV and UNCDF

**Eligibility for a Non-Serving Staff Member or Serving Staff Member Holding a Temporary Appointment**

**Prescreen based on Length of Work Experience (all Job Openings)**

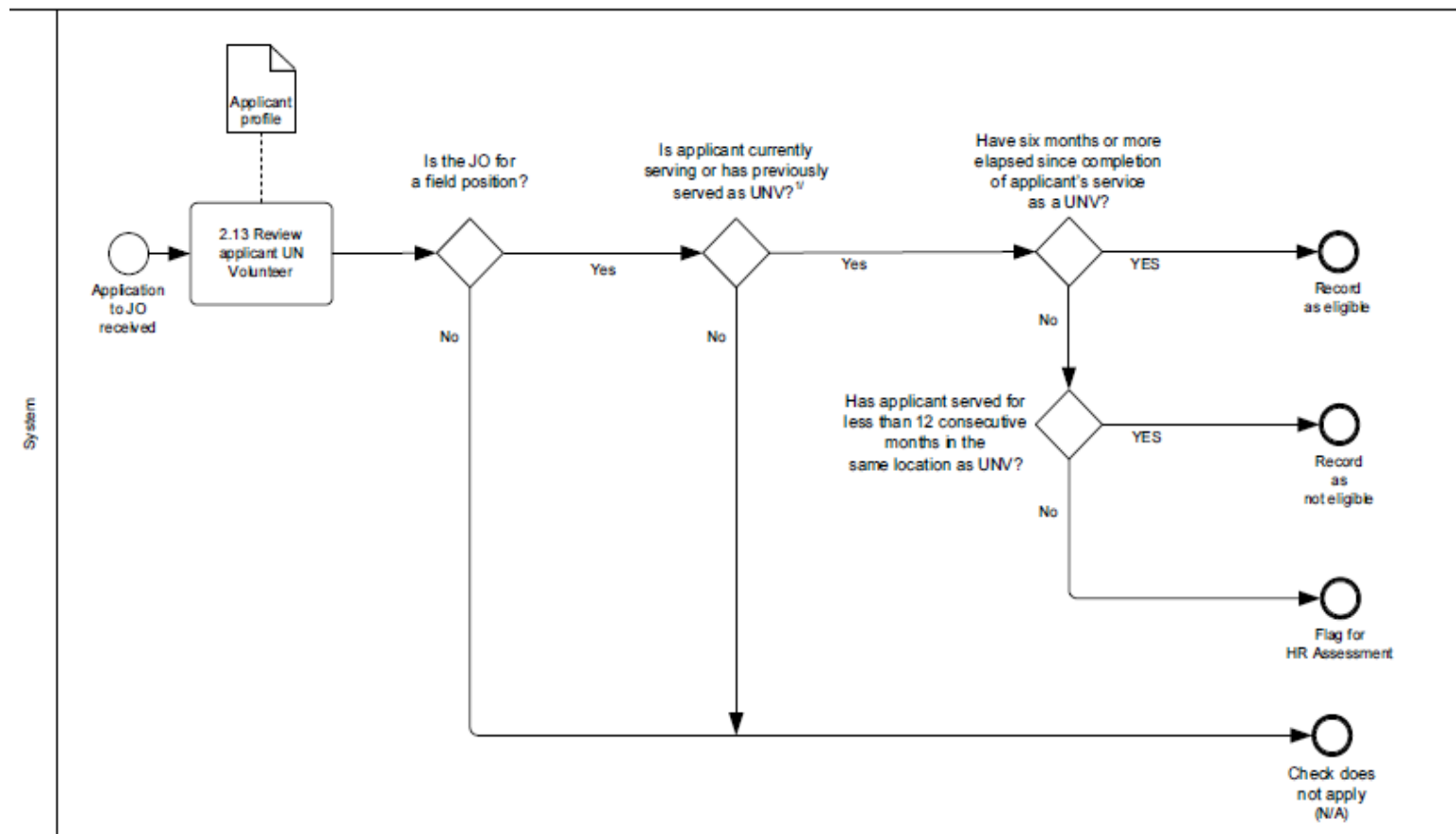


Note: 1) Only if JO is P and above: Applicant Category/level for that work experience record / % multiplier  
 FS-1 to FS-5 or categories (G,GS, S, TC, PIA) / 0; Any other / 100  
 For all JOs: Employment Type / % multiplier  
 Part Time / 50; Intern / 50; Other/ 0; Full Time / 100

Note on calculating Years of Work Experience: if Work Experience entries have an overlap of the dates From and To, only one should count. The one that counts the most as per the multipliers is the one that should be counted. By adding to the calculation the multiplier on "Employment Type", there will be cases where the same entry will have two multipliers applied to it (e.g. a GS4 experience as part time should be counted as X Yrs \* (0% from the GS5) \* (50% from the "Part Time") = 0 Yrs.

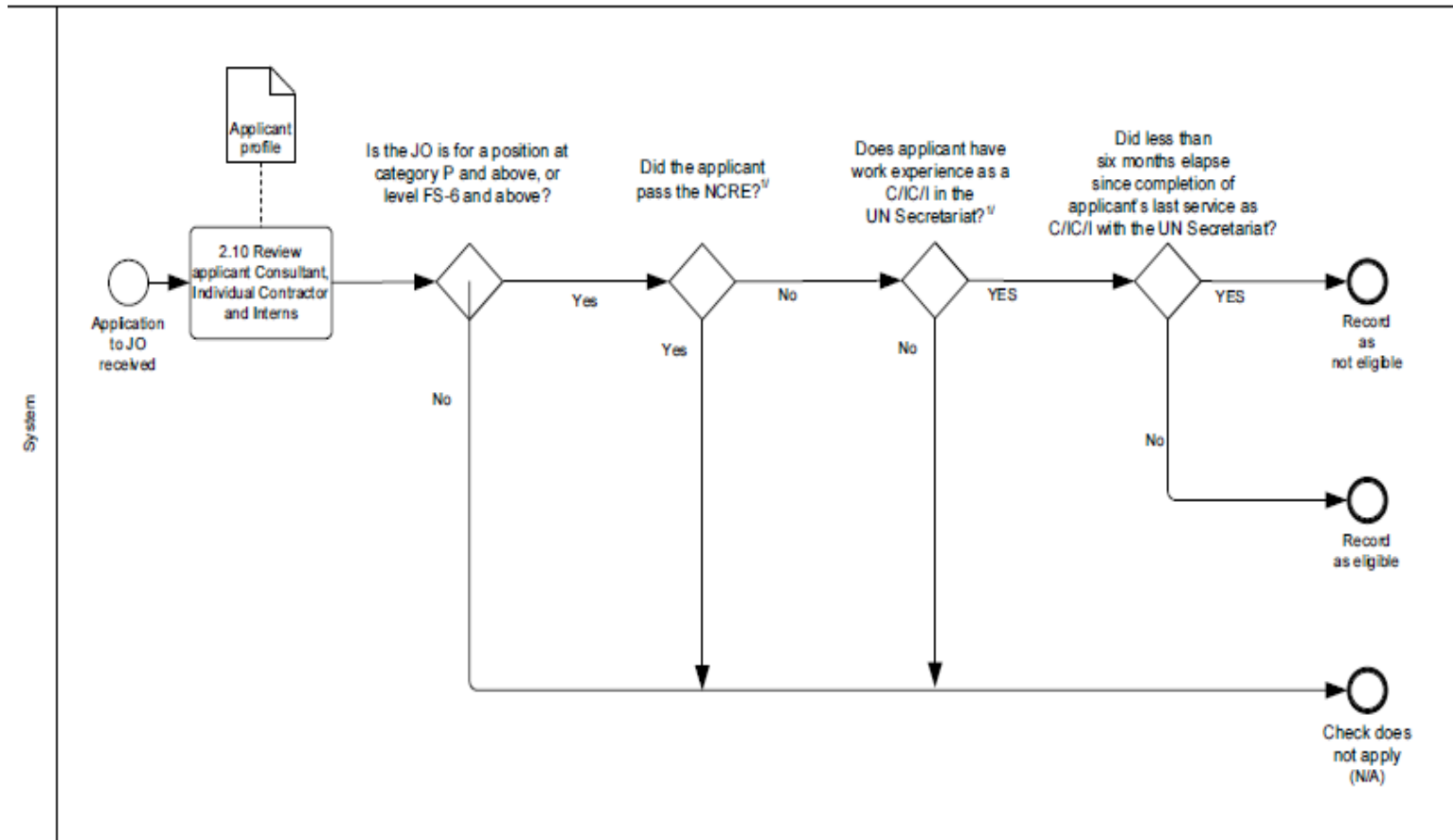


## Prescreen UN Volunteers (for field [mission] positions only)



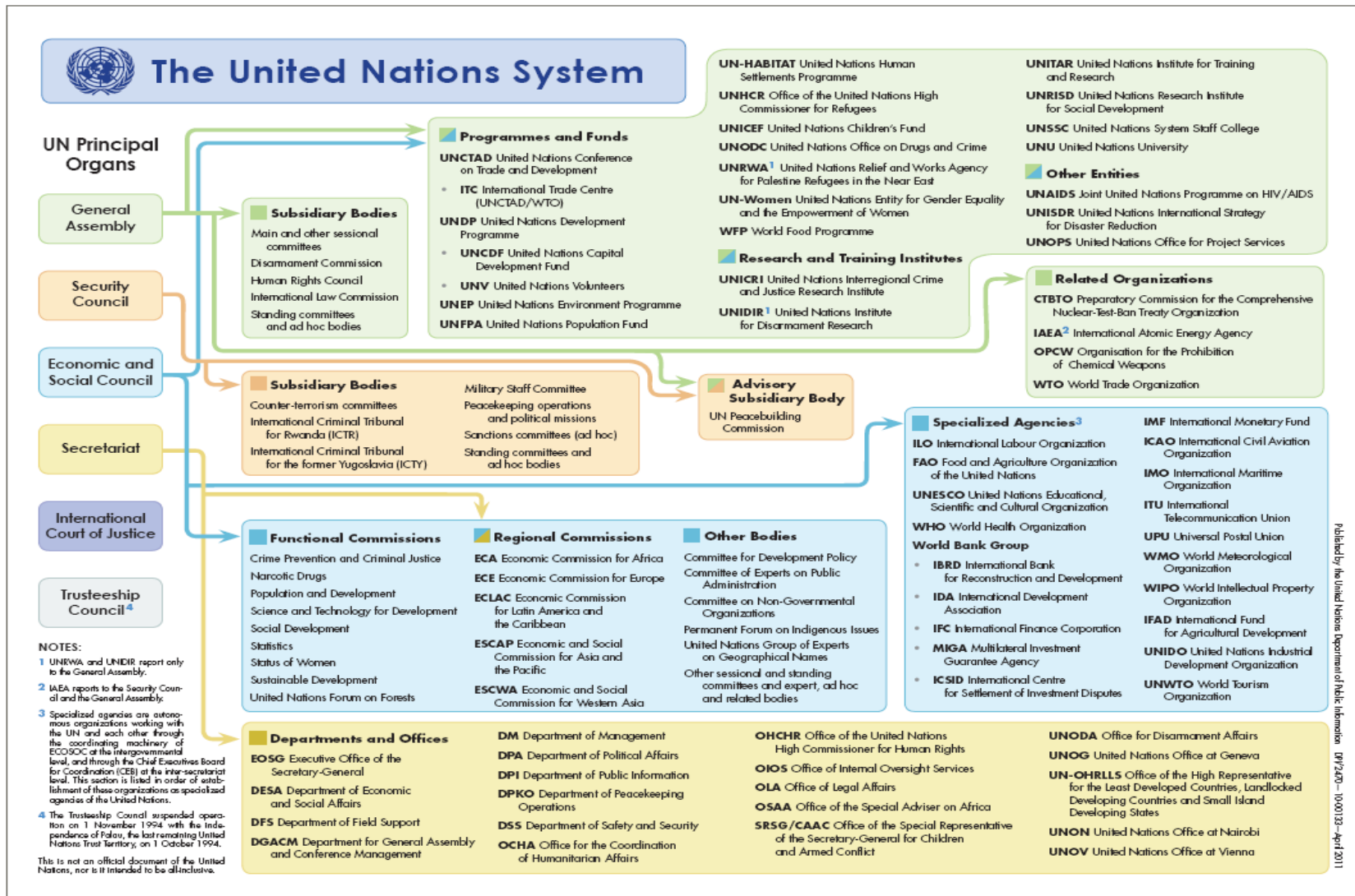
Note: 1) A UNV may apply for non-mission positions in the Secretariat at any time as an external applicant.  
 A UNV must have served for a minimum of 12 consecutive months in one mission before being eligible to be considered for a position in another mission. There shall be no shortening of an effective contract for the purposes of appointing a UNV as a mission staff member. The 12 months are limited to a particular mission and the eligibility period starts accounting anew when the UNV is reassigned from one mission to another.  
 A UNV who has served for less than one year is not eligible for a mission appointment, unless a period of six months has elapsed following completion of the UNV service

## Prescreen Consultants, Individual Contractors and Interns (for all Prof. and above, or FS6 and above JOs)



Note: 1) Consultants and individual contractors employed by a mission or the UN Secretariat and interns employed by the UN Secretariat are not eligible for any post at the Professional level and above and posts at the FS-6 and FS-7 level for a period of six months following the end of his/her service (not applicable if candidate has passed the NCRE).

# Annex C: The United Nations System



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## *Annex D: Licenses and Certificates*

Below is a list of Licenses and Certificates that may be required for certain positions:

Abbreviation	Long Name	Short Name
ACA	Associate Chartered Accountant	Associate Chartered Accountant
ACCA	Association of Chartered Certified Accountants	Assoc. Chart. Certif. Accountants
ACCTNG	Exam - Accounting Assistants	Exam - Accounting Assistants
ASAT	Adm. Support Assessment Test	Adm. Support Assessment Test
CA	Chartered Accountant	Chartered Accountant
CFE	Certified Fraud Examiner	Certified Fraud Examiner
CFM	Certified Financial Manager	Certified Financial Manager
CFP	Certified Financial Planner	Certified Financial Planner
CIA	Certified Internal Auditor	Certified Internal Auditor
CMA	Certified Management Accountant	Certif. Management Accountant
CPA	Certified Public Accountant	Certified Public Accountant
CPPB	Certified Professional Public Buyer	Certif. Prof. Public Buyer
CPPO	Certified Public Purchasing Officer	Certif. Pub. Purchasing Off.
EDIT	UNExam - Edit/Dsktop Assistant	Exam - Edit/Dsktop Assistant
EDITOR	UNExam - Editors writers	UNExam - Editors writers
INTRP	UNExam - Interpreters	UNExam - Interpreters
LANGREF	Exam - LangRef Assist. (G-7)	Exam - LangRef Assist. (G-7)
PROOF	UNExam - proofreader/copy prep	UNExam - proofreader/copy prep
SPSM	Senior Professional in Supply Management Certification	Sr. Prof. Supply Mgmt Certif
SPSM 2	Senior Professional in Supply Management Certification 2	Sr Prof. Supply Mgmt Certif 2
STAT	Exam - Statistical Assistants	Exam - Statistical Assistants
TRANS	UNExam - translator/précis writr	UNExam - translator/précis writr
VERB	UNExam - Verbatim reporters	UNExam - Verbatim reporters

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## Annex E: Matrix for Pre-screening on Level

Matrix for Pre-Screening on Level					
One Level Below (applicant)	Level	Same Level (applicant)	Level of Job Opening	One Level Above (applicant)	Remarks
D-1, , L-6		D-2, , L-7	D-2	n/a	
P-5, L-5		D-1, , L-6	D-1	D-2,	
P-4, L-4, NO-D, FS-7		P-5, L-5	P-5	D-1,	FS applying for P who have previously served as GS or related, are external applicants
P-3, L-3, NO-C, FS-6		FS-7, P-4, L-4, NO-D	P-4	P-5	FS applying for P who have previously served as GS or related, are external applicants
P-2, L-2, NO-B		FS-6, P-3, L-3, NO-C	P-3	P-4, NO-D	FS applying for P who have previously served as GS or related, are external applicants
P-1, L-1, NO-A		P-2, L-2, NO-B	P-2	P-3, NO-C	FS applying for P who have previously served as GS or related, are external applicants
n/a		P-1, L-1, NO-A	P-1	P-2, NO-B	FS applying for P who have previously served as GS or related, are external applicants
G-6, FS-4, S-5, TC-6		G-7, FS-5, S-6, S-7, TC-7, TC-8	G-7	n/a	
G-5, FS-4, S-4, TC-5, PIA III		G-6, FS-4, S-5, TC-6, LT	G-6	G-7, FS-5, S-6, S-7, TC-7, TC-8	
G-4, FS-3, S-3, TC-4, PIA II		G-5, FS-4, S-4, TC-5, PIA-III	G-5	G-6, FS-4, S-5, TC-6, LT	
G-3, FS-2, S-2, TC-3, PIA I		G-4, FS-3, S-3, TC-4, PIA II	G-4	G-5, FS-4, S-4, TC-5, PIA-III	
G-2, FS-1, S-1, TC-2,		FS-2, G-3, S-2, TC-3, PIA -I	G-3	G-4, FS-3, S-3, TC-4, PIA II,	
G-1, FS-1, TC-1,		FS-1, G-2, S-1, TC-2,	G-2	G-3, FS-2, S-2, TC-3, PIA-I,	

n/a	G-1, FS-1, TC-1	G-1	G-2, S-1, FS-1, TC-2	
FS-6, L-3, P-3, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	FS-7, P-4, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	FS-7	n/a	GS and related are external applicants when applying for FS
FS-5, P-2, L-2, NO-B, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	FS-6, P-3, NO-C, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	FS-6	FS-7, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	GS and related are external applicants when applying for FS
FS-4, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	FS-5, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	FS-5	FS-6, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	GS and related are external applicants when applying for FS
FS-3, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	FS-4, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	FS-4	FS-5, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	GS and related are external applicants when applying for FS
FS-2, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	FS-3, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	FS-3	FS-4, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	GS and related are external applicants when applying for FS
FS-1, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	FS-2, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	FS-2	FS-3, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	GS and related are external applicants when applying for FS



n/a	FS-1, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	FS-1	FS-2, G-1, G-2, G-3, G-4, G-5, G-6, G-7, S-1, S-2, S-3, S-4, S-5, S-6, S-7, TC-1, TC-2, TC-3, TC-4, TC-5, TC-6, TC-7, TC-8, PIA-I, PIA-II, PIA-III	GS and related are external applicants when applying for FS
G-6, FS-4, S-5, TC-6, LT	G-7, FS-5, S-6, S-7, TC-7, TC-8	S-7	n/a	
G-6, , S-5, TC-6, FS-4, LT	G-7, FS-5, S-6, S-7, TC-7, TC-8	S-6	-	
S-4, TC-5, G-5, FS-4, PIA III	S-5, TC-6, G-6, FS-4, LT	S-5	S-6, S-7, TC-7, TC-8, G-7, FS-5	
S-3, G-4, TC-4, PIA II, FS-3	S-4, TC-5, G-5, FS-4, PIA III	S-4	S-5, TC-6, G-6. FS-4, LT	
S-2, G-3, TC-3, PIAI, FS-2	S-3, G-4, TC-4, PIA II, FS-3	S-3	S-4, G-5, TC-5, FS-4, PIA III	
S-1, G-23, FS-12, TC-2	S-2, G-34, TC-3, PIAI, FS-2	S-2	S-3, G-4, TC-4, PIA II, FS-3	
G-1, TC-1, FS-1	S-1 G-2, FS-1, TC-2	S-1	S-2, G-3, TC-3, PIA I, FS-2	
TC-6, S-5, G-6, FS-4	TC-7, TC-8, S-6, S-7, G-7, FS-5	TC-8		
TC-6, S-5, G-6, FS-4	TC-7, TC-8, S-6, S-7, G-7, FS-5	TC-7		
TC-5, S-4, G-5, FS-4, PIA III	TC-6, S-5, G-6, FS-4, LT	TC-6	TC-7, TC-8, S-7, S-6, G-7, FS-5	
TC-4, S-3, G-4, FS-3, PIA II	TC-5, S-4, G-5, FS-4, PIA III	TC-5	TC-6, S-5, G-6, FS-4, LT	
TC-3, S-2, G-3, PIA I, FS-2	TC-4, S-3, G-4, PIA-II, FS-3	TC-4	TC-5, S-4, G-5, FS-4, PIA III	
TC-2, G-2, S-1, , FS-1	TC-3, G-3, S-2, PIA I, FS-2	TC-3	TC-4, S-3, G-4, PIA II, FS-3	
TC-1, G-1, FS-1	TC-2, S-1, G-2, FS-1	TC-2	TC-3, S-2, G-3, PIA I, FS-2	
	TC-1, G-1, FS-1	TC-1	TC-2, G-2, FS-1, S-1	
PIA II, G-4, TC-4, S-3, FS-3	PIA III, G-5, S-4, TC-5, FS-4	PIA III	G-6, S-5, TC-6, FS-4	
PIA I, G-3, TC-3, S-2, FS-2	PIA II, G-4, S-3, TC-4, FS-3	PIA II	PIA III, G-5, S-4, TC-5, FS-4	
G-2, TC-2, FS-1, S-1	PIA I, TC-3, S-2, G-3, FS-2	PIA I	PIA II, G-4, TC-4, S-3, FS-3	
NO-C, P-3, G-1, G-2, G-3, G-4, G-5, G-6, G-7	NO-D, P-4	NO-D	n/a	
NO-B, P-2, G-1, G-2, G-3, G-4, G-5, G-6, G-7	NO-C, P-3	NO-C	NO-D, P-4	

NO-A, P-1, G-1, G-2, G-3, G-4, G-5, G-6, G-7	NO-B, P-2	NO-B	NO-C, P-3	
G-1, G-2, G-3, G-4, G-5, G-6, G-7	NO-A, P-1	NO-A	NO-B, P-2	

## *Annex F: Language Proficiency Description*

Levels	Understanding	Speaking	Reading	Writing
Fluent	Can understand extended speech and follow even complex lines of argument provided the topic is reasonably familiar. Can understand most TV news and current affairs programmes.	Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. Can take an active part in discussion in familiar contexts, accounting for and sustaining own views.	Can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. Can understand contemporary literary prose.	Can write detailed text on a wide range of subjects related to personal interests. Can write reports, giving reasons in support of or against a particular point of view. Can write letters conveying the personal significance of events and experiences.
Confident	Can understand the main points of clear standard speech on familiar matters encountered in work, school, leisure, etc. Can understand the main point of many radio or TV programmes on current affairs or topics of professional interest when the delivery is slow and clear.	Can deal with most frequent situations while travelling in an area where the language is spoken. Can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	Can understand texts that consist mainly of high frequency, everyday or job-related language. Can understand the description of events, feelings and wishes in personal letters.	Can write simple connected text on topics which are familiar or of personal interest. Can write personal letters describing experiences and impressions.
Basic	Can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal family introduction, shopping, local area and employment).	Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. Can handle very short social exchanges, with limited vocabulary restricted to personal information and topics of interest.	Can read very short, simple texts. Can find specific predictable information in simple everyday material (advertisements, brochures, etc.) and can understand short simple personal letters.	Can write short, simple notes and messages relating to matters in areas of immediate needs. Can write very simple personal letters (e.g. thanking someone for something).

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## *Annex G: List of Links for Accreditation*

Below are links to databases of accredited institutions.

**Australia:**

<http://aei.gov.au/AEI/CEP/Australia/ListOfInstitutions/default.htm>

**Council for Higher Education (Mostly US):**

<http://www.chea.org/search/default.asp>

**UK:**

<http://www.dcsf.gov.uk/recognisedukdegrees/>

**Europe (contains country links):**

<http://www.enic-naric.net/index.aspx?s=n&r=g&d=po>

**India:**

<http://www.naac.gov.in/>

**Netherlands:**

<http://www.nvao.net/>

**Switzerland:**

[http://www.sbf.admin.ch/htm/themen/uni\\_en.html](http://www.sbf.admin.ch/htm/themen/uni_en.html)

**USA:**

<http://www.ope.ed.gov/accreditation/>

**Japan:**

Most are State-run

**China:**

Most are State-run

**Russia:**

Many are State-run

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## *Annex H: List of Acronyms*

### **A**

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ACABQ	Advisory Committee for Administrative and Budgetary Questions
AFP	Agency, Fund or Programme
AGG	Advisory Group on Gender
ASG	Assistant Secretary-General
ATS	Administration and Travel Section

### **B**

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BINUB	United Nations Integrated Office in Burundi
BONUCA	United Nations Peacebuilding Office in the Central African Republic

### **C**

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CAS	Chief Administrative Services
CBD	Convention on Biological Diversity
CBO	Chief Budget Officer
CCPO	Chief Civilian Personnel Officer
CDT	Conduct and Disciplinary Team
CEDAW	Convention on the Elimination of All Forms of Discrimination Against Women
CISS	Chief Integrated Support Services
CITS	Communication and Information Technology Section
CIVPOL	United Nations Civilian Police
CLJAS	Criminal Law and Judicial Advisory Section
CMP	Capital Master Plan
CMS	Chief of Mission Support
CNMC	Cameroon Nigeria Mixed Commission
CPA	Comprehensive Peace Agreement
CPIT	Civilian Pre-Induction Training
CRB	Central Review body
CTS	Chief Technical Services

### **D**

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DD	Disarmament and Demobilization
DDR	Disarmament, Demobilization and Reintegration

DDRR	Disarmament, Demobilization, Rehabilitation and Reintegration
DDSMS	Department for Development Support and Management Services
DESA	Department of Economic and Social Affairs
DFS	Department of Field Support
DGACM	Department for General Assembly and Conference Management
DH	Department Head
DM	Department of Management
DMS	Director of Mission Support
DOWA	Provincial Departments of Women's Affairs
DPA	Department of Political Affairs
DPI	Department of Public Information
DPKO	Department of Peacekeeping Operations
DSG	Deputy Secretary-General
DSRSG	Deputy Special Representative of the Secretary-General
DSS	Department of Safety and Security
DTCD	Department of Technical Cooperation for Development

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**E**

EAD	Electoral Affairs Division
EC	Evaluation Criteria
ECA	Economic Commission for Africa
ECE	Economic Commission for Europe
ECLAC	Economic Commission for Latin America and the Caribbean
ECOSOC	Economic and Social Council
EO	Executive Office
EOD	Election of Duty / Entrance on Duty
EOSG	Executive Office of the Secretary-General
e-PAS	Electronic Performance Appraisal System
ESCAP	Economic and Social Commission for Asia and the Pacific
ESCWA	Economic and Social Commission for Western Asia

---

**F**

FAO	Food and Agricultural Organization
FBFD	Field Budget and Finance Division



FCRB	Field Central Review bodies
FM	Field Mission
FMSS	Financial Management and Support Service
FPD	Field Personnel Division
FPMS	Field Personnel Management System
FPOS	Field Personnel Operations Service
FPSSS	Field Personnel Specialist Support Service
FS	Field Service
FSO	Field Service Officer

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**G**

G	General
GA	General Assembly
GJP	Generic Job Profile
GS	General Service
GTA	General Temporary Assistance
GVA	Generic Vacancy Announcement

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**H**

HOM	Head of Mission
HOD	Head of Department
HQ	Headquarters
HR	Human Resources
HRCO	Human Resources Case Officer
HRM	Human Resources Management
HRM Scorecard	Human Resources Management Scorecard
HRO	Human Resources Officer

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**I**

IAEA	International Atomic Energy Agency
IBRD	International Bank for Reconstruction and Development (the World Bank)
IC	Information Circular
ICAO	International Civil Aviation Organization
ICJ	International Court of Justice
ICSC	International Civil Service Commission

ICTR	International Criminal Tribunal for Rwanda
ICTY	International Criminal Tribunal for the Former Yugoslavia
IDA	International Development Association
IDPs	Internally Displaced Persons
IFAD	International Fund for Agricultural Development
IFC	International Finance Corporation
IGAD	Inter Governmental Authority on Development
IGO	Intergovernmental Organization
ILO	International Labour Organization
IMDIS	Integrated Monitoring and Documentation Information System
IMF	International Monetary Fund
IMIS	Integrated Management Information System
IMO	International Maritime Organization
INCB	International Narcotics Control Board
ITC	International Trade Center
ITS	Integrated Training Service
ITU	International Telecommunication Union

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**J**

JD	Job Description
JIU	Joint Inspection Unit
JPO	Junior Professional Officer

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**L**

LDSD	Learning, Development and Human Resources Services Division
LJSSD	Legal and Judicial System and Support Division
LOA	Letter of Appointment
LP	Laissez Passer
LSD	Logistics Support Division

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**M**

MILOBS	Military Observers
MINURCAT	United Nations Mission in the Central African Republic and Chad
MINURSO	United Nations Mission for the Referendum in Western Sahara
MINUSTAH	United Nations Stabilization Mission in Haiti

MONUSCO the Congo	United Nations Organization Stabilization Mission in the Democratic Republic of
MOWA	Ministry of Women's Affairs
MSD	Medical Services Division

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**N**

NCE	National Competitive Examination
NCRE	National Competitive Recruitment Examination
NGO	Non-Governmental Organization
NPO	National Professional Officer

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**O**

OAH	Offices Away from Headquarters
OAJ	Office of Administration of Justice
OCHA	Office for the Coordination of Humanitarian Affairs
OCSS	Office of Central Support Services
ODA	Office for Disarmament Affairs
ODCU	Organizational Design and Classification Unit
ODS	Official Document System
OGA	Office of Gender Affairs
OGM	Occupational Group Manager
OHCHR	Office of the United Nations High Commissioner for Human Rights
OHRM	Office of Human Resources Management
OIC	Officer in Charge
OICT	Office of Information and Communications Technology
OIOS	Office of Internal Oversight Services
OLA	Office of Legal Affairs
OMS	Office of Mission Support
ONB	Onboarding
ONUB	United Nations Operation in Burundi
OO	Office of Operations
OPPBA	Office of Programme Planning, Budget and Accounts
ORB	Occasional Recuperation Break
OSCE	Organization for Security and Cooperation in Europe

OSRSG Office of the Special Representative of the Secretary General

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**P**

P Professional

PAS Performance Appraisal System

PBI Programme Budget Implications

PBPS Peacekeeping Best Practices Section

PBSO Peacebuilding Support Office

PCO Programme Case Officer

PD Procurement Division

PDSRSG Political Deputy Special Representative of the Secretary-General

PFD Peacekeeping Finance Division

PHP Personal History Profile

PM Programme Manager

PMCA Pre-Mandate Commitment Authority

PMSS Personnel Management and Support Service

PPBD Programme Planning and Budget Division

PS Procurement Service

PSC Peace and Security Council

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**Q**

QUIPS Quick Impact Projects

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**R**

RCU Reference Checking Unit

ROS Rostering

ROU Recruitment and Outreach Unit

RR Rehabilitation and Reintegration

RRR Relief, Recovery and Rehabilitation

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**S**

SEA Sexual Exploitation and Abuse

SEL Selection

SG Secretary-General

SGB Secretary-General's Bulletin

S/M Staff Member

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SOP	Standard Operating Procedure
SPA	Special Post Allowance
SPP	Succession Planning Panel
S.R.	Staff Rule
SRSO	Special Representative of the Secretary-General
ST/AI	United Nations Secretariat Administrative Instruction

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**T**

TA	Travel Authorization
TAM	Technical Advisory Mission / Technical Assessment Mission
TCC/PCC	Troop Contributing Country and Police Contributing Country
TDY	Temporary Duty Assignment
TOR	Terms of Reference
TM	Talent Management
TVA	Temporary Vacancy Announcement

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**U**

UN	United Nations
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNAMA	United Nations Assistance Mission in Afghanistan
UNAMI	United Nations Assistance Mission for Iraq
UNAMID	African Union/United Nations Hybrid operation in Darfur
UNAMSIL	United Nations Mission in Sierra Leone
UNASAT	United Nations Administrative Support Assessment Test
UNBISnet	United Nations Bibliographic Information System
UNCCD	United Nations Convention to Combat Desertification
UNCT	United Nations Country Team
UNCTAD	United Nations Conference on Trade and Development
UNDOF	United Nations Disengagement Observer Force
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNFCCC	United Nations Framework Convention on Climate Change
UNFICYP	United Nations Peacekeeping Force in Cyprus

UNFIP	United Nations Fund for International Partnerships
UNFPA	United Nations Population Fund
UNGTF	United Nations Gender Task Force
UN-Habitat	United Nations Human Settlements Programme
UNHCR	Office of the United Nations High Commissioner for Refugees
UNHQ	United Nations Headquarters
UNIC	United Nations Information Centre
UNICEF	United Nations Children's Fund
UNICRI	United Nations International Coral Reef Initiative
UNIDO	United Nations Industrial Development Organization
UNIFIL	United Nations Interim Force in Lebanon
UNIIC	United Nations International Independent Investigation Commission
UNIOSIL	United Nations Integrated Office in Sierra Leone
UNITAR	United Nations Institute for Training and Research
UNJSPF	United Nations Joint Staff Pension Fund
UNLB	United Nations Logistics Base
UNLPE	United Nations Language Proficiency Examination
UNMAS	United Nations Mine Action Service
UNMEE	United Nations Mission in Ethiopia and Eritrea
UNMIK	United Nations Interim Administration Mission in Kosovo
UNMIL	United Nations Mission in Liberia
UNMIN	United Nations Mission in Nepal
UNMIS	United Nations Mission in the Sudan
UNMISET	United Nations Mission of Support in East Timor
UNMIT	United Nations Integrated Mission in Timor-Leste
UNMOGIP	United Nations Military Observer Group in India and Pakistan
UNMOVIC	United Nations Monitoring, Verification and Inspection Commission
UNOCI	United Nations Operation in Côte d'Ivoire
UNODC	United Nations Office on Drugs and Crime
UNOG	United Nations Office at Geneva
UNOGBIS	United Nations Peacebuilding Support Office in Guinea-Bissau
UN-OHRLLS	Office of the High Representative for the Least Developed Countries,

	Landlocked Developing Countries and Small Island Developing States
UNOMIG	United Nations Observer Mission in Georgia
UNON	United Nations Office at Nairobi
UNOPS	United Nations Office for Project Services
UNOSEK	United Nations Office of the Special Envoy for Kosovo
UNOTIL	United Nations Office in Timor-Leste
UNOV	United Nations Office at Vienna
UNOWA	United Nations Office for West Africa
UNPOS	United Nations Political Office for Somalia
UNRECCE	United Nations Regional Centre for Corruption Eradication
UNRWA	United Nations Relief and Works Agency
UNSCO	Office of the United Nations Special Coordinator for the Middle East Peace Process
UNSCR 1325	United Nations Security Council Resolution 1325 (2000) on Women, Peace and Security
UNTAET	United Nations Transitional Administration for East Timor
UNTOP	United Nations Tajikistan Office of Peacebuilding
UNTSO	United Nations Truce Supervision Organization
UNU	United Nations University
UNV	United Nations Volunteer
UN Women	United Nations Women
UPU	Universal Postal Union
USG	Under-Secretary-General
<hr/>	
<b>V</b>	
VA	Vacancy Announcement
VAW	Violence Against Women
VINE	Voluntary Initiative for Network Exchange
<hr/>	
<b>W</b>	
WAFF	Women Associated with Fighting Forces
WFP	World Food Programme
WHO	World Health Organization
WIPO	World Intellectual Property Organization

WMO World Meteorological Organization

WTO World Trade Organization

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**X-Y-Z**

YPP Young Professionals Programme

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## *Annex I: Glossary*

### *Anticipated Job Openings*

An anticipated job openings is a job opening relating to positions expected to become available as identified through forecasting, for example due to the retirement of the incumbent within six-to-nine months or for meeting future requirements.

### *Assessment*

The substantive process of evaluating applicants to determine whether they meet the requirements of the position under recruitment.

### *Assessment Methodology*

A test or an examination which could be a written exercise, a case study, a presentation or another exercise to measure a particular set of job skills commensurate with the evaluation criteria. The outcome serves as the source of evidence of what an applicant can do in a simulated work environment, how he/she thinks and acts, what qualities and characteristics an applicant possesses and what he/she knows and has done, and leads to a determination of whether the person fully or partially meets the requirements.

### *Assessment Panel*

A panel normally comprised of at least three staff members, with two being subject matter experts at the same or higher level of the job opening, at least one being female and one being from outside the work unit where the job opening is located, who will undertake the assessment of applicants for a job opening. For D-2 level job openings, the panel should normally be comprised of a minimum of three staff members, with at least one being from outside the department, and at least one female. An expert panel, similar in constitution to an assessment panel may assist in undertaking the assessment of applicants for generic job openings. Hereinafter, the term assessment panel will also refer to expert panel, unless specifically stated otherwise.

### *Candidate*

A candidate is an individual being considered (short-listed) for a position or already placed on a roster (roster candidate). A candidate has already progressed through the stages of being an "applicant" and "pre-screened applicant" i.e. has successfully passed the pre-screening and assessment process.

### *Central Review bodies (CRB)*

The **Central Review bodies** are joint bodies established by ST/SGB/2011/xx pursuant to staff rule 4.15 to review the process for compliance with the pre-approved selection criteria and to review and provide advice on recommendations for selections of all staff up to and including the D-1 level, except for advice on appointment of candidates having successfully passed a competitive examination in accordance with staff rule 4.16.

### *Competencies*

Competencies are a combination of skills, attributes and behaviours that are directly related to the successful performance on the job. The competencies held important by the Organization include Core Competencies (Communication, Teamwork, Planning and Organizing, Accountability, Client Orientation, Creativity, Technological Awareness and Commitment to Continuous Learning) and Managerial Competencies (Vision, Leadership, Empowering Others, Managing Performance, Building

Trust and Judgment/Decision Making). In addition to its competencies, the Organization has also articulated a set of core values which are Integrity, Professionalism and Respect for Diversity.

#### Competency-based Interview

A structured interview aimed at ascertaining the candidate's qualities or capabilities on job-related dimensions of behaviour (competencies), as stipulated in the evaluation criteria.

#### Documented Record

A documented record is a record consisting of written, printed or electronic material that provides information or evidence.

#### Duty Station

A duty station is the geographical location (normally a town or city) where the Organization maintains an office. The location drives the scale of employment salary and benefits, among other aspects. Organizational units and related positions are located in a duty station. For consultancy assignments, all duty stations covered by the Terms of Reference should be listed.

#### Eligibility Criteria

Eligibility criteria are standards that define an individual's employability with the Organization and/or an applicant's prerogative to be considered for a job opening. Eligibility criteria are policy driven.

#### Evaluation Criteria (EC)

Evaluation criteria are criteria used for the evaluation of applicants for a particular position. Evaluation criteria must be objective and related to the functions of the position as reflected in the generic job profile or the individually classified job description and must include the key competencies that will be assessed.

#### Ex Officio

The ex officio participates in meetings in an advisory role as a non-voting member.

#### Expert panel

See Assessment Panel

#### External Applicant

An external applicant is an individual who at the time of his/her application is not employed by the United Nations Secretariat or who has not been recruited under Staff Rules 4.15 (following the review by a **Central Review body**) and 4.16 (through a competitive recruitment examination). A staff member whose appointment is limited to service in a particular department or office is also considered an external applicant as well as associate experts, consultants, individual contractors, interns and gratis personnel staff from other organizations of the United Nations System.

#### Field Missions (family and non-family)

A field mission is an office established by the Organization in a field duty station/location that supports peacekeeping operations. Such a mission may be designated as a family mission or as a non-family mission. The status of a field mission drives the salary and entitlements remuneration package.

### General Service and related categories

Staff members in the General Service (GS) and related categories (Trade and Crafts, Security Service, Public Information Assistants, Language Teachers) perform support functions. Such staff members are normally recruited on a local basis in the country of the office, irrespective of their nationality and the length of time they may have been in the country. The allowances and benefits are adapted to local conditions at the various duty stations.

### Generic Job Opening (GJO)

Job openings which are based on generic job profiles, used for the purpose of creating and maintaining viable rosters of qualified and available candidates for immediate and anticipated job openings in entities with approval to use roster-based recruitment.

### Generic Job Profile (GJP)

A generic job profile is a classified standard job description that encompasses a large group of related jobs with similar characteristics in terms of duties and responsibilities, education, work experience, technical skills and essential core competencies.

### Geographic Status

The status given to staff in the Professional and higher categories on initial appointment for one year or longer against a post subject to “equitable geographical distribution” and to the application of the system of desirable ranges, namely, a regular budget post in the Secretariat (except language posts up to and including P-5). All successful candidates in a competitive examination as defined in staff rules 4.16, except the language examinations, also receive “geographic status”. Once geographic status has been given, it is retained throughout the period of continuous service of the staff member on a post subject to equitable geographical distribution. Staff members other than those who are successful candidates in a competitive examination as defined in staff rules 4.16 shall lose the geographical status if subsequently appointed to positions which are not subject to geographic distribution.

### Head of Department/Office

An official appointed by the Secretary-General to lead a department, office, Regional Commission or other major organizational unit of the Secretariat who is directly accountable to the Secretary-General in the exercise of the functions set out in section 5 of ST/SGB/1997/5 (as amended by ST/SGB/2002/11).

### Hiring Manager (HM)

The **Hiring Manager**, also known as Programme Case Officer (PCO), is the official within a department/office who is responsible for the filling of a vacant position and who is accountable to his/her head of department/office to ensure the delivery of mandated activities by effectively and efficiently managing staff and resources placed under his or her supervision and for discharging the other functions listed in section 6 of ST/SGB/1997/5 (as amended by ST/SGB/2002/11)

### Human Resources Management (HRM) Scorecard

The Human Resources Management (HRM) Scorecard is a compact between the heads of department/office and the Assistant Secretary-General for Human Resources Management. The tool monitors the annual performance of individual departments and offices against the Organization’s legislative mandates, human resources management reform goals and expected workforce trends.

### Immediate Job Openings

Job openings relating to positions that have become available unexpectedly, such as, upon separation from service in cases other than retirement, the selection of the incumbent for other functions or the creation of new positions.

### Internal Applicants

An internal applicant is a staff member serving in the United Nations Secretariat holding an appointment other than a temporary appointment under the UN Staff Regulations and Rules, who have been recruited after a competitive process under staff rule 4.15 (review by a **Central Review body**) or staff rule 4.16 (competitive recruitment examination) and whose appointment is not limited to service with a specific entity. Associate experts (Junior Professional Officers) and staff members of the separately administered United Nations funds and programmes are not considered internal applicants except as provided for in this definition. Women who have been in service for a continuous period of 12 months with the separately administered United Nations funds and programmes or any specialized agency or organizations of the United Nations common system and whose appointments have been reviewed by a review body pursuant to staff rules 4.15, are considered internal applicants when:

- i. holding an appointment at the P-3 or P-4 level and applying for P-4 positions;
- ii. holding an appointment at the P-4 or P-5 level and applying for P-5 positions.

### Job Alert

The job alert is a feature to which an applicant may subscribe. By doing so, the applicant will automatically receive an e-mail notification whenever a new job opening is posted that is in line with the criteria he/she has specified.

### Job Family

A more specific occupational area within a job field. In a job family, the same or relatively similar work is performed, a similar skill set is required, and it is possible to move within the family with minimal training. For example, Purchasing is a family within the Finance field.

### Job Networks

A job networks is a grouping of departments/offices with closely linked mandates or programmes and a common interest in collaborating in areas such as human resources planning, staff development and mobility.

### Job Opening

A vacancy announcement issued for one particular position or for multiple positions.

### Job Title

Job Title refers to the Functional Title. The job title is an attribute of a position that corresponds to the functions of the job. Functional titles should stem from a pre-determined list rather than free text.

### Knowledge-based Test

A test that aims at determining an applicant's knowledge of the subject matter in a simulated work environment, as stipulated in the job opening and in the evaluation criteria.

### Language Competitive Examination

The examinations test your ability to express yourself clearly and intelligently in your main language, using proper grammar and appropriate style. You are given a chance to prove that you have in-depth knowledge of at least two other official United Nations languages and demonstrate not only your grasp of grammatical structure and an extensive vocabulary, but also your familiarity with cultural and sociolinguistic context. You should be well informed about social, political and economic issues around the globe, and have at least some knowledge in such areas as human rights, peace and security, economics, social development, humanitarian affairs, or international law.

### Language Post

Language posts are subject to the provisions of the ST/AI/2000/1 and amended by ST/AI/2003/1, setting out special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills.

### Language Proficiency

Language proficiency refers to an adequate and demonstrated knowledge in one of the official languages of the Organization. It is normally established by means of a “language proficiency certificate” awarded by the Organization based on successfully passing the United Nations Language Proficiency Examination (UNLPE) in that language.

### Language Proficiency Examination (LPE)

The Language Proficiency Examination (LPE) is used to test the written and spoken knowledge of staff members in one of the six official languages of the United Nations: Arabic, Chinese, English, French, Russian and Spanish. The LPE consists of a written part and an oral part, which are to be taken at the same session (i.e. the same year).

### Lateral move

The movement of a staff member to a different position at the same level for the duration of at least one year. The new position may be in the same or a different department or office, in the same or a different duty station and in the same or a different job family. Inter-agency loans or other movements to and from other organizations of the United Nations common system are recognized as “lateral moves”. There will be a lateral move when a staff member assumes a new position at the same level in another department or office, in another duty station, in another job family or in another organization of the United Nations common system. Within the same department or office, when the supervisor remains the same, there will be a lateral move only if the responsibilities are substantially different, for example, if there is a different area of responsibilities or a change in the departments/offices serviced by the staff member. A change in supervisor without a change in functions does not represent a lateral move. Temporary assignments of at least three months but less than one year, with or without special post allowance, shall also qualify as a lateral move when the cumulative duration of such assignments reaches one year.

### Location

Duty station (normally a town or city) where the Organization maintains an office.

### Mission

A United Nations peacekeeping operation or special political mission in the field.

### National Competitive Recruitment Examination (NCRE)

The National Competitive Recruitment Examination (NCRE), also known as National Competitive Examination (NCRE), is an examination for entry-level Professional posts under Staff Rule 4.16. This term often refers to the successful candidates themselves (NCRE applicant or NCRE candidate).

### Occupational Groups

See Job Family.

### Occupational Group Manager

An official within the Department of Field Support responsible for managing the supply of available candidates with the necessary qualifications and expertise to meet the staffing requirements identified through workforce planning for a specific job family or families in peacekeeping operations and special political missions.

### Occupational Network (Job Network)

Occupational Network (Job Network) are networks among departments whose mandates are closely linked, that have a common interest in building on the natural affinity between functions, in collaborating in exchanging staff members that would, in turn broaden their skills, experience and competencies. Occupational networks are intended to break down departmental 'silos' and encourage multidisciplinary approaches.

### Position

Position refers to an established post or any other job regardless of the source of funding (including general temporary assistance) which has been approved by the General Assembly for at least one year and which has been duly classified.

### Position-specific Job Opening

A job opening used for the filling of a particular position at a specific duty station.

### Pre-Screened Applicant

An applicant who has met the eligibility criteria set out in the job opening and who has passed the pre-screening stage. He/She has entered the substantive evaluation phase. It refers to an applicant's status which follows "applicant" and precedes "candidate."

### Recruiter

**Recruiter** refers to the (Senior) Human Resources Case Officer (HRCO). The HRCO/**Recruiter** is empowered and held responsible as the recruitment and classification focal point. He/She provides advice to all parties concerned and ensures compliance with the applicable procedures; transmits to the **Hiring Manager** eligible applicants, including roster candidates; reviews all proposed selections and after selection by the Department Head, informs selected candidates of the selection decision; places candidates endorsed by the **Central Review bodies** who were not selected on the appropriate roster. Where necessary, the **Recruiter** requests designation/certification in line with the provision of ST/SGB/2005/7.

### Roster

The roster is a pool of candidates who have been endorsed by a **Central Review body** for a particular job opening but not selected for it, and who have indicated an interest in being considered for

selection for a future job opening with similar functions at the same level. Roster candidates may be selected without referral to a **Central Review body**.

#### Selection decision

The decision by a head of department/office to select a preferred candidate for a particular position up to and including the D-1 level from a list of qualified candidates which had been endorsed by a **Central Review body**. When making the selection decision, the **Head of Department/Office** shall take into account the Organization's human resources objectives and targets as reflected in the departmental HRM Scorecard, especially with regard to geography and gender. The Head of Department shall also give the fullest regard to candidates already in the service of the Organization as well as those encumbering posts that are slated for abolition or are serving in secretariat entities undergoing downsizing and/or liquidation. Selection decisions for positions at the D-2 level are made by the Secretary-General following review by the **Senior Review Group**.

#### Skills

Skills refer to the capacity to carry out job functions i.e. through United Nations Secretariat training, certifications, membership in professional organizations, language skills, etc.

#### Status Matrix

The status matrix reflects the mandatory and/or organizational imperatives and desirable values - elements which are tied to the HRM Scorecard.

#### Substantive Assessment

Substantive assessment encompasses determination of an applicant's competence through knowledge-based tests, competency-based interview, and other assessment methodologies related to the functions of a position.

#### Temporary Promotion

A temporary promotion to the level of the position and for the duration of the assignment may be granted to a staff member holding a permanent, continuing, probationary or fixed-term appointment (with no appointment limitation) assigned from a headquarters location, including Regional Commissions, to a position one level higher than his/her current grade in a peacekeeping operation or special political mission, where a lien is maintained against a position at the parent duty station. A staff member temporarily promoted may apply during his/her assignment in a peacekeeping operation or special political mission to job openings one level higher than his/her temporary grade level, provided that he/she has spent more than 12 months continuously in the peacekeeping operation or special political mission.

At the end of his/her assignment in the peacekeeping operation or special political mission, the staff member will revert to his/her original level at the former duty station and may henceforth only apply to job openings one level above his/her original level. The same provisions also apply to a staff member appointed to a peacekeeping mission or special political mission (with no appointment limitation) who is selected for an assignment to a position one level higher than their current grade at a headquarters location or Regional Commission.

A temporary promotion may also be granted to successful G to P candidates who are willing to assume positions directly financed by project funds or other extrabudgetary resources established at the P-1 or P-2 level for one year or longer. In the event that the position continues to be funded beyond two years, the G-to-P appointee will be given the opportunity to confirm his/her willingness to relinquish his/her General Service position.

### Temporarily Vacant Position

A position blocked for a specific period of time for the return of a staff member on temporary assignment, mission assignment, special leave, secondment, or loan.

### United Nations System

The United Nations is made up of six principle organs, a series of affiliated bodies and programmes, and specialized agencies and independent institutions. The principal organs are the General Assembly, the Security Council, the Economic and Social Council, the Trusteeship Council, the International Court of Justice, and the Secretariat.

### United Nations Common System

The term common system is shorthand for the United Nations common system of salaries, allowances and other conditions of service. Its origin can be traced to the relationship agreements concluded between the United Nations and the specialized agencies. While the wording of these agreements varies, most of them carry language to the effect that it is agreed to develop common personnel standards, methods and arrangements designed to avoid serious discrepancies in terms and conditions of employment, to avoid competition in recruitment of personnel and to facilitate the interchange of personnel. The United Nations system was intended to prevent competition among the organizations in staff recruitment and to facilitate exchange of staff. Other rationales for a common system include:

- Efficiency/economy of scale: central maintenance of salary scales and allowance schedules means far fewer resources have to be deployed for these purposes in each organization;
- Equity/fairness: morale can be jeopardized when staff working side by side have different conditions of service -- a uniform approach lessens such dissatisfaction;
- Cost-efficiency/control: for the Member States, a common set of employment conditions permits an overview of staff costs.
- The World Bank Group and the International Monetary Fund - although specialized agencies of the United Nations - are not part of the common system.
- Who is part of the United Nations Common System?<http://icsc.un.org/about4.asp>

### Vacant position

A position approved for one year or longer that is not blocked for the return of a staff member on temporary assignment, mission assignment, special leave, secondment or loan.

### Young Professionals Programme (YPP)

The Young Professionals Programme is geared towards entry level recruitment as outlined in the Report of the Secretary-General (Overview of Human Resources Management-reform: United Nations Young Professionals Programme) A/65/305/Add.4.



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