

United Nations

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United Nations Careers: Overview

United Nations: Areas of Work

- Development
- Peace and Security
- Human Rights
- Humanitarian Affairs
- International Law

Priorities and the way ahead

- Sustainable development
- Prevention
- Building a safer and more secure world
- Supporting nations in transition
- Working for – and with – women and young people



The United Nations System

UN Principal Organs

General Assembly

Security Council

Economic and Social Council

Secretariat

International Court of Justice

Trusteeship Council⁴

Subsidiary Bodies

Main and other sessional committees
Disarmament Commission
Human Rights Council
International Law Commission
Standing committees and ad hoc bodies

Subsidiary Bodies

Counter-terrorism committees
International Criminal Tribunal for Rwanda (ICTR)
International Criminal Tribunal for the former Yugoslavia (ICTY)

Programmes and Funds

UNCTAD United Nations Conference on Trade and Development
• **ITC** International Trade Centre (UNCTAD/WTO)
UNDP United Nations Development Programme
• **UNCDF** United Nations Capital Development Fund
• **UNV** United Nations Volunteers
UNEP United Nations Environment Programme
UNFPA United Nations Population Fund

UN-HABITAT United Nations Human Settlements Programme

UNHCR Office of the United Nations High Commissioner for Refugees

UNICEF United Nations Children's Fund

UNODC United Nations Office on Drugs and Crime

UNRWA¹ United Nations Relief and Works Agency for Palestine Refugees in the Near East

UN-Women United Nations Entity for Gender Equality and the Empowerment of Women

WFP World Food Programme

Research and Training Institutes

UNICRI United Nations Interregional Crime and Justice Research Institute

UNIDIR¹ United Nations Institute for Disarmament Research

UNITAR United Nations Institute for Training and Research

UNRISD United Nations Research Institute for Social Development

UNSSC United Nations System Staff College

UNU United Nations University

Other Entities

UNAIDS Joint United Nations Programme on HIV/AIDS

UNISDR United Nations International Strategy for Disaster Reduction

UNOPS United Nations Office for Project Services

Related Organizations

CTBTO Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization

IAEA² International Atomic Energy Agency

OPCW Organisation for the Prohibition of Chemical Weapons

WTO World Trade Organization

Advisory Subsidiary Body

UN Peacebuilding Commission

Functional Commissions

Crime Prevention and Criminal Justice
Narcotic Drugs
Population and Development
Science and Technology for Development
Social Development
Statistics
Status of Women
Sustainable Development
United Nations Forum on Forests

Regional Commissions

ECA Economic Commission for Africa
ECE Economic Commission for Europe
ECLAC Economic Commission for Latin America and the Caribbean
ESCAP Economic and Social Commission for Asia and the Pacific
ESCWA Economic and Social Commission for Western Asia

Other Bodies

Committee for Development Policy
Committee of Experts on Public Administration
Committee on Non-Governmental Organizations
Permanent Forum on Indigenous Issues
United Nations Group of Experts on Geographical Names
Other sessional and standing committees and expert, ad hoc and related bodies

Specialized Agencies³

ILO International Labour Organization
FAO Food and Agriculture Organization of the United Nations
UNESCO United Nations Educational, Scientific and Cultural Organization
WHO World Health Organization
World Bank Group
• **IBRD** International Bank for Reconstruction and Development
• **IDA** International Development Association
• **IFC** International Finance Corporation
• **MIGA** Multilateral Investment Guarantee Agency
• **ICSID** International Centre for Settlement of Investment Disputes

IMF International Monetary Fund
ICAO International Civil Aviation Organization
IMO International Maritime Organization
ITU International Telecommunication Union
UPU Universal Postal Union
WMO World Meteorological Organization
WIPO World Intellectual Property Organization
IFAD International Fund for Agricultural Development
UNIDO United Nations Industrial Development Organization
UNWTO World Tourism Organization

Departments and Offices

EOSG Executive Office of the Secretary-General
DESA Department of Economic and Social Affairs
DFS Department of Field Support
DGACM Department for General Assembly and Conference Management

DM Department of Management
DPA Department of Political Affairs
DPI Department of Public Information
DPKO Department of Peacekeeping Operations
DSS Department of Safety and Security
OCHA Office for the Coordination of Humanitarian Affairs

OHCHR Office of the United Nations High Commissioner for Human Rights
OIOS Office of Internal Oversight Services
OLA Office of Legal Affairs
OSAA Office of the Special Adviser on Africa
SRS/CAAC Office of the Special Representative of the Secretary-General for Children and Armed Conflict

UNODA Office for Disarmament Affairs
UNOG United Nations Office at Geneva
UN-OHRLS Office of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States
UNON United Nations Office at Nairobi
UNOV United Nations Office at Vienna

NOTES:

¹ UNRWA and UNIDIR report only to the General Assembly.

² IAEA reports to the Security Council and the General Assembly.

³ Specialized agencies are autonomous organizations working with the UN and each other through the coordinating machinery of ECOSOC at the intergovernmental level, and through the Chief Executives Board for Coordination (CEB) at the inter-secretariat level. This section is listed in order of establishment of these organizations as specialized agencies of the United Nations.

⁴ The Trusteeship Council suspended operation on 1 November 1994 with the independence of Palau, the last remaining United Nations Trust Territory, on 1 October 1994.

This is not an official document of the United Nations, nor is it intended to be all-inclusive.

UN Secretariat

- Carries out day-to-day work of the Organization and services its principal organs
- Staffed by international civil servants
- Headquartered in New York, Geneva, Vienna, Nairobi, with offices and field missions around the world
- 43,000 staff members

Working for the UN

Who we are

- We are international civil servants.
- Our work touches lives in every corner of the globe, is complex and multifaceted, and extends directly and indirectly to our 193 Member States.
- In the last decade, the United Nations has increased its field-based operations
- Over 50 per cent of our 43,000 staff work in field locations all over the world
- Over 100,000 personnel in 16 peacekeeping and 13 political missions

Types of Jobs

- **Administrators**
- **Aviation**
- **Cartography**
- **Audit**
- **Conference and Language Staff**
- **Drug Control & Crime Prevention**
- **Demographics**
- **Economic Affairs**
- **Electoral Affairs**
- **Engineering**
- **Information and Communications Technology**
- **Information Management**
- **Library Science**

- **Logistics**
- **Procurement**
- **Medical**
- **Programme/Project Management**
- **Security**
- **Humanitarian Affairs**
- **Human Rights**
- **Legal Affairs**
- **Political Affairs**
- **Public Administration**
- **Public Information, Radio & TV**
- **Rule of Law**
- **Social Affairs**
- **Statistics**

Career Options: The different categories of staff at the United Nations

- Professional and higher categories (P and D)
- General Service and related categories (G, TC, S, PIA, LT)
- National Professional Officers (NO)
- Field Service (FS)
- Senior Appointments (SG, DSG, USG and ASG)

Staff selection

- Positions advertised on <http://careers.un.org>
- Open to external and internal candidates
- Exception: entry-level professional positions (YPP)

Career Options

- Advertised positions: careers.un.org
- **Young professionals programme**
- Language competitive examinations
- Associate expert programme
- Volunteer programme
- Internship programme
- Temporary jobs

United Nations
careers

The



Peace and Security

Human Rights

Economic and
Social Development

Meet our Global Workforce

Nipha
Preedanond

Administrative
Assistant

Incheon,
REPUBLIC OF KOREA



Denis
McAuley

English Translator/
Précis-Writer

New York,
UNITED STATES



Vanessa
Zamora

Personal Assistant

Amman,
JORDAN



Kin-Hui
Chang

Supply Officer

New York,
UNITED STATES



Application Process

- Search for job openings
- Understand the position and location
- Create a profile and draft application
- Apply to a job opening
- Evaluation of the application
- Assessment exercise
- Competency-based interview
- Background checks
- Selection notification

Personal History Profile (PHP)

Description of Duties

- **Duties:**
 - What you did in your job

- **Describe your responsibilities with careful attention to the vacancy for which you are applying**

- **Use**
 - **Current job: present tense**
 - **Past job(s): past tense**

Summary of Achievements

- **Achievements:**
 - How well did you do in your job

- **Provide specific examples where you made an impact/contribution in the positions you have held**

Cover Letter

- Describe how your experience, qualifications and competencies match the specific position
- You can distinguish yourself from other candidates by highlighting what makes you a good match for the position
- Structure
 - Open with a statement of interest
 - Summarize your qualifications, experience and competencies relating to the specific positions
 - Close with a brief recapitulation
- Make it impressive and customize it

Additional Tips

- The UN will first get to know you through your application/PHP
- Be truthful, accurate and specific
- Make your words count
- Prepare application/PHP offline using a word processor application (e.g. MS Word)
- Print application/PHP on screen or paper to proofread and review
- Save your applications

Competency-based interviews

“Past, demonstrated behavior is the best indicator of future performance”

- **Questions ask about past professional experiences that can demonstrate that the applicant is competent**

Core values and competencies

■ Core values:

- Integrity, Professionalism, Respect for Diversity

■ Core competencies:

- Communication, Teamwork, Planning and Organizing, Accountability, Creativity, Client Orientation, Commitment to Continuous Learning, Technological Awareness

UN Working Environment

- More operational → more stress on delivering**
- Mobility**
- Flexibility**
- Versatility**
- Integrity**
- Accountability**

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Thank you for your
attention!

www.un.org

careers.un.org

www.unis.unvienna.org