

## **United Nations**

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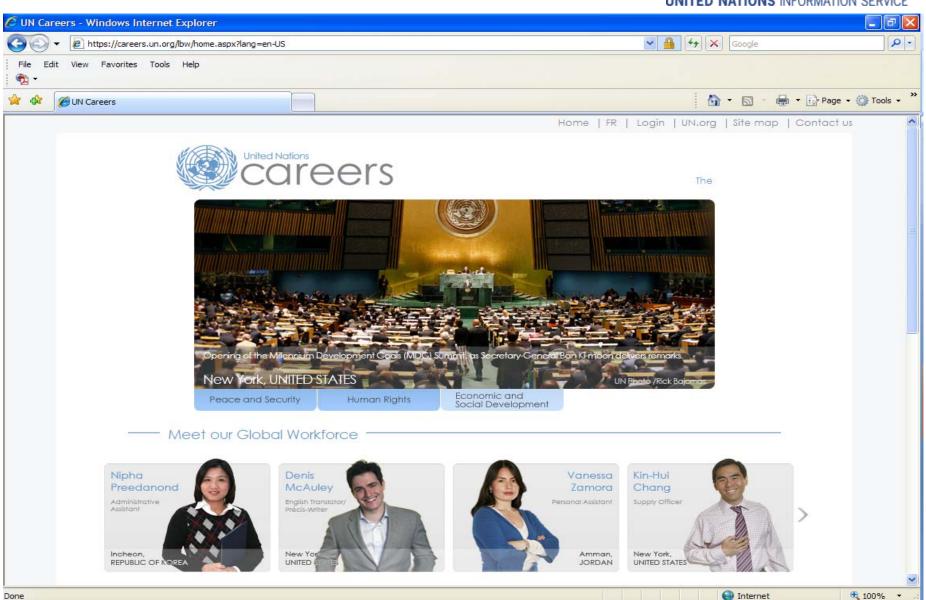
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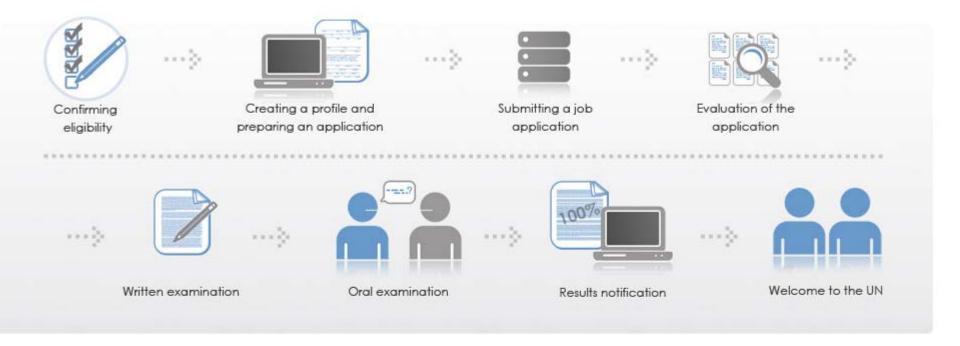


## The YPP Process









#### Young professionals programme

#### Application process

#### Confirming Eligibility

To be eligible to apply to the young professionals programme (YPP) examination you have to meet the following criteria:

- o Be 32 years or younger (by the end of the exam year)
- Hold at least a first-level university degree, such as a bachelor's or other undergraduate degree, in one of the job families offered for that year.
- o Be fluent in either English or French, the two working languages of the United Nations Secretariat (knowledge of





#### YPP: the Process

- Application
- Convocation
- Written Exam
- Oral Examination
- Placement
- Assignment, Orientation and Development



#### YPP 2012



- Job families:
  - Architecture
  - Economic Affairs
  - Information System and Technology
  - Political Affairs
  - Radio Producer (Portuguese + Kiswahili)
  - Social Affairs
- Member States Participating: 79





## Participating Member States

- Member States Invited: 106 Member States which were, as of 1 January 2012 in the system of geographical distribution
  - a) un-represented
  - b) under-represented
  - in-danger of falling under-represented (on the lower border limit of the range)
- Member States Participating: 79
- Member States with applications: 76





## **Application**

- Important: incomplete and/or late applications will NOT be considered
- Acknowledgement: applicants will receive by e-mail an acknowledge receipt of their application
- Application number: Once convoked to the written exam, candidates will receive an application number.





# Admission First Screening- Eligibility

- Nationality: Must hold the nationality of a participating member state at the time of application
- Age: 32 years or younger
- Education: First-level university degree acceptable for each job family
- Language: Fluency in English or French
- Experience: No experience required



# Admission Second Screening

- If more than 40 qualified applicants from the same participating Member State in the same job family, a second round of screening will be conducted
- Criteria for the second screening:
  - Language: Fluency in additional official languages of the United Nations
  - Degree: Additional and/or higher-level degrees acceptable for the job family
  - Experience: Length of work experience acceptable for the job family





#### Convokees

- All candidates will receive notification regarding their admission to the written examination
- Applicants may check the listing of application numbers on the United Nations Careers Portal <a href="http://careers.un.org">http://careers.un.org</a>
- Members States will be informed on the numbers of convokees by examination centre





#### Written Examination

- Wednesday, 5 December 2012
- Overall time for the written examination: 4.5 hours
- Structure:
  - □ General paper
  - Specialized paper
- Examinees are fully responsible for any expenses related to their travel to the examination centre





## General Paper

- Summary and several questions in International Affairs (multiple choice format);
- To be answered in either English or French;
- Eliminatory!!!!!





## Specialized Paper

- Essays and short questions in the substantive area
- To be answered in any of the UN official languages.
- The essay part of this paper is eliminatory



#### Format and allocation of points

Total points: 1,000

Total time allotted: 270 min.



#### Format and allocation of points

Written examination (850 points)

- ☐ General paper (250 points) in English or French
  - Drafting skills (150 points)
  - International affairs questions (100 points)

Will be reviewed and rated by a specialized external consultancy

- Specialized paper (600 points) in any of the official UN languages
  - Essays
  - Short questions

Will be reviewed and rated by the relevant Specialized Board of Examiners





#### Suggested time:

#### **General paper**

Drafting skills 45 min.

IAQs 30 min.

#### Specialized paper

Essays 135 min.

Short questions 60 min.

Total 270 min.





## Written Part: What to bring

- Your convocation (summons) document
- Picture ID indicating your nationality (passport, citizenship card, etc.)
- Black pens, pencils, highlighters, ruler
- Some light food (candies, chocolate, etc.) and/or refreshments (clear water or juice bottle, etc.)



## Written Part: What NOT to bring

- Mobile phones
- Dictionaries
- Portable computers
- Reference materials
- Draft/scrap paper
- White-out liquid





(from participants in the YPP 2011)

#### Written Exam (1)

- Time-keeping is extremely important (4.5 hours seems long, but it is a lot of writing. There is a lot to write- you tend to spend too much time with the topic you are familiar with or where you know a lot.)
- Practice hand writing ahead of time. Practice time keeping.
  - (Do a full 4.5 hour written exam with all four parts to check how much time you need for each, and to get a feeling for it. this helps to practice handwriting as well.)





(from participants in the YPP 2011)

#### Written Exam (2)

- Concentrate on the general part and try to do it really well (It is eliminatory!)
- Summarizing of texts is tricky (not because of the content but because of the hand writing - normally you use Word and word count on the PC so with handwriting you do not really know how much you have written)
- For summary writing, practice summarizing UN documents and time yourself



(from participants in the YPP 2011)

Written Exam (3)

- Read and check the UN/NY website on a daily basis.
- Judge the value of each question and distribute your time accordingly.
- Answer every question, even if you are not sure. (Take an educated guess. If you don't write anything you automatically get 0 points, but there are no minus points for wrong answers.)





(from participants in the YPP 2011)

#### Written Exam (4)

- Read instructions carefully no extra points for additional answers.
- Make sure you put the answers where they are supposed to be.
- Answer the questions you know first.
- Articulate and structure your thoughts coherently even if you may know less about the subject.



#### The Examination: Oral Part

Competency-based interview

Conducted through video or Skype





#### **Available posts for Placement**

The posts available for placement of successful 2012 YPP candidates include:

- Regular budget posts at the P-1 and P-2 levels
- 15 % of extrabudgetary posts not financed through peacekeeping account at the P-1 and P-2 levels





## Successful Candidates Placement & Reserve Lists

- To be placed in positions at the P-1/P-2 in any Secretariat duty station or **peacekeeping operation**.
- The list of successful candidates has a lifespan of two years on the roster after the conclusion of the examination.
- Candidates who refuse one invitation to interview or one official offer of employment will be removed from the reserve list, unless they provide a substantiated reason for refusal.



## Assignment, Orientation & Development

Initial assignment: Two years

Second assignment: In a different duty station (P-1=>P-2)

Orientation programme (details being worked out)

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# Thank you for your attention!

www.un.org
careers.un.org
www.unis.unvienna.org