



United Nations Secretariat Young Professionals Programme (YPP)

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United Nations: Introduction

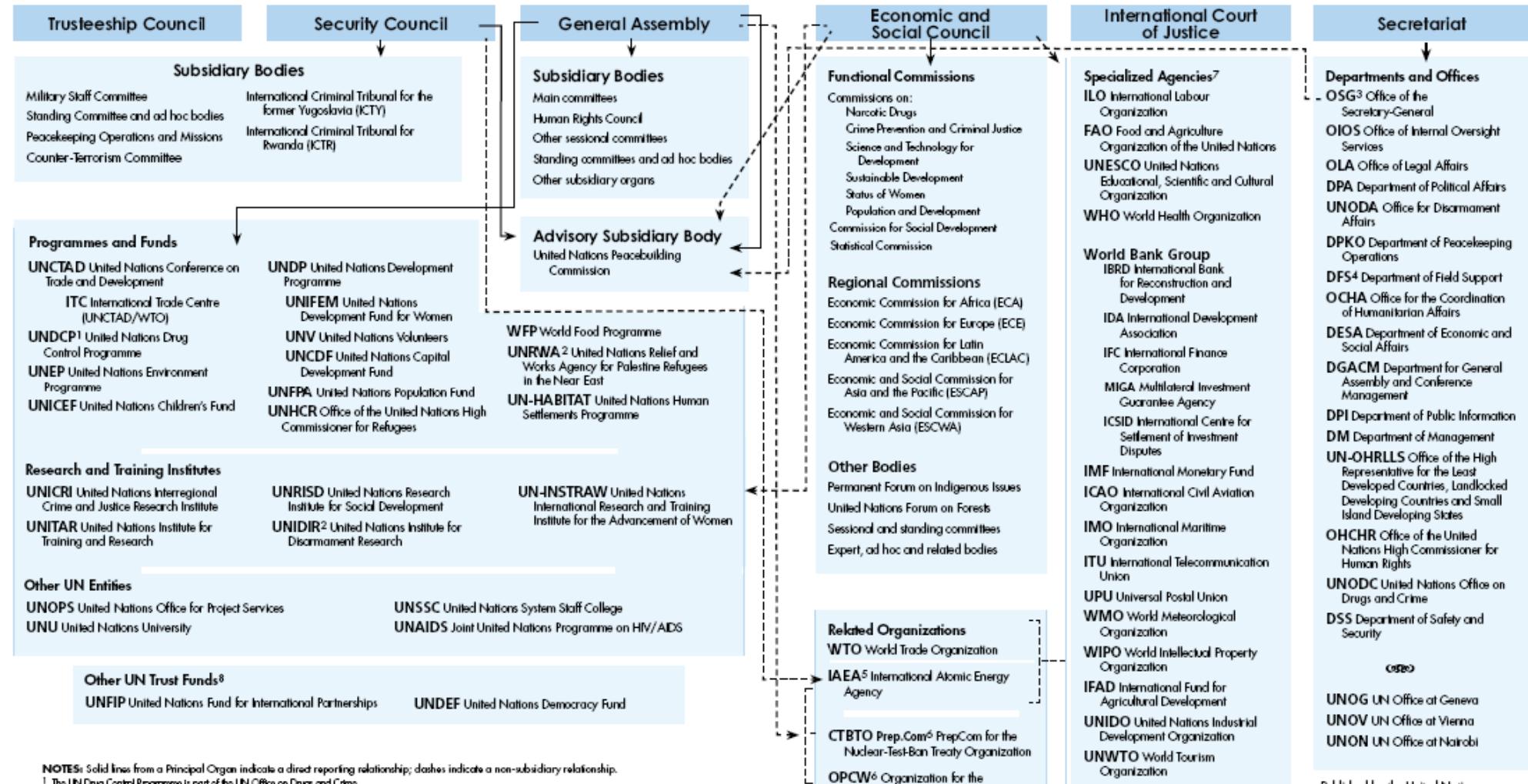
UN Charter

- The purposes of the United Nations are to:
 - maintain international peace and security;
 - develop friendly relations among nations;
 - achieve international co-operation in solving international problems; and
 - be a centre for harmonizing the actions of nations in the attainment of these common ends.



The United Nations System

Principal Organs



NOTES: Solid lines from a Principal Organ indicate a direct reporting relationship; dashes indicate a non-subsidiary relationship.

¹ The UN Drug Control Programme is part of the UN Office on Drugs and Crime.

² UNRWA and UNIDIR report only to the GA.

³ The United Nations Ethics Office, the United Nations Ombudsman's Office, and the Chief Information Technology Officer report directly to the Secretary-General.

⁴ In an exceptional arrangement, the Under-Secretary-General for Field Support reports directly to the Under-Secretary-General for Peacekeeping Operations.

⁵ IAEA reports to the Security Council and the General Assembly (GA).

⁶ The CTBTO Prep.Com and OPCW report to the GA.

⁷ Specialized agencies are autonomous organizations working with the UN and each other through the coordinating machinery of the ECOSOC at the intergovernmental level, and through the Chief Executives Board for coordination (CEB) at the inter-secretariat level.

⁸ UNDP is an autonomous trust fund operating under the leadership of the United Nations Deputy Secretary-General. UNDEF's advisory board recommends funding proposals for approval by the Secretary-General.

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UN Secretariat (1)

- 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
- 44,000 staff members

UN Secretariat (2)

- Headed by the Secretary-General of the United Nations, Ban Ki-moon
- Vision: Building a stronger United Nations for a better world



United Nations: Areas of Work

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

Development: Millennium Development Goals



END POVERTY
MILLENNIUM DEVELOPMENT GOALS **2015** *Make it happen*



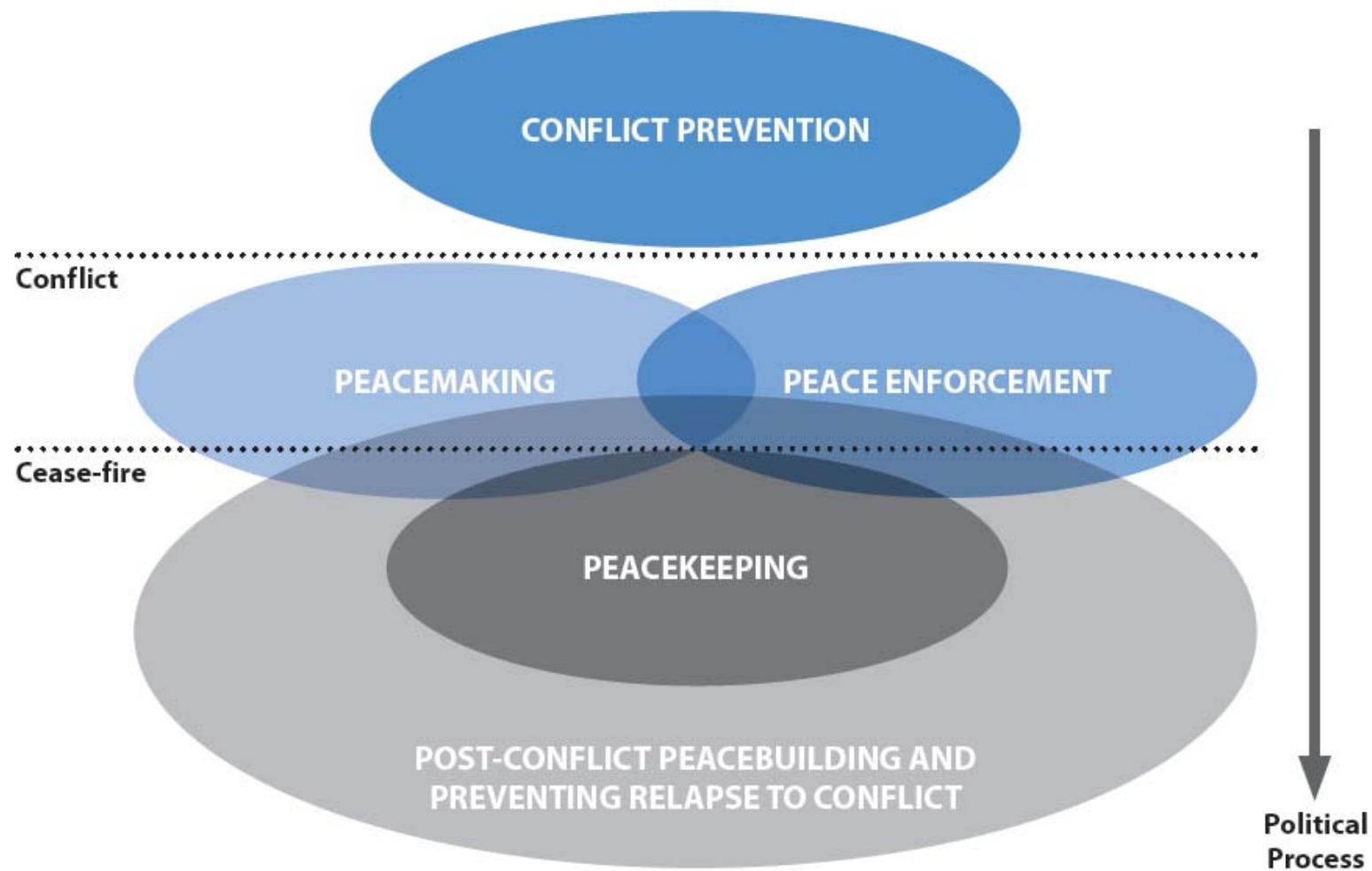
Millennium Development Goals

1. Eradicate extreme poverty and hunger
2. Achieve universal primary education
3. Promote gender equality and empower women
4. Reduce child mortality
5. Improve maternal health
6. Combat HIV-AIDS, malaria and other diseases
7. Ensure environmental sustainability
8. Global partnership for development

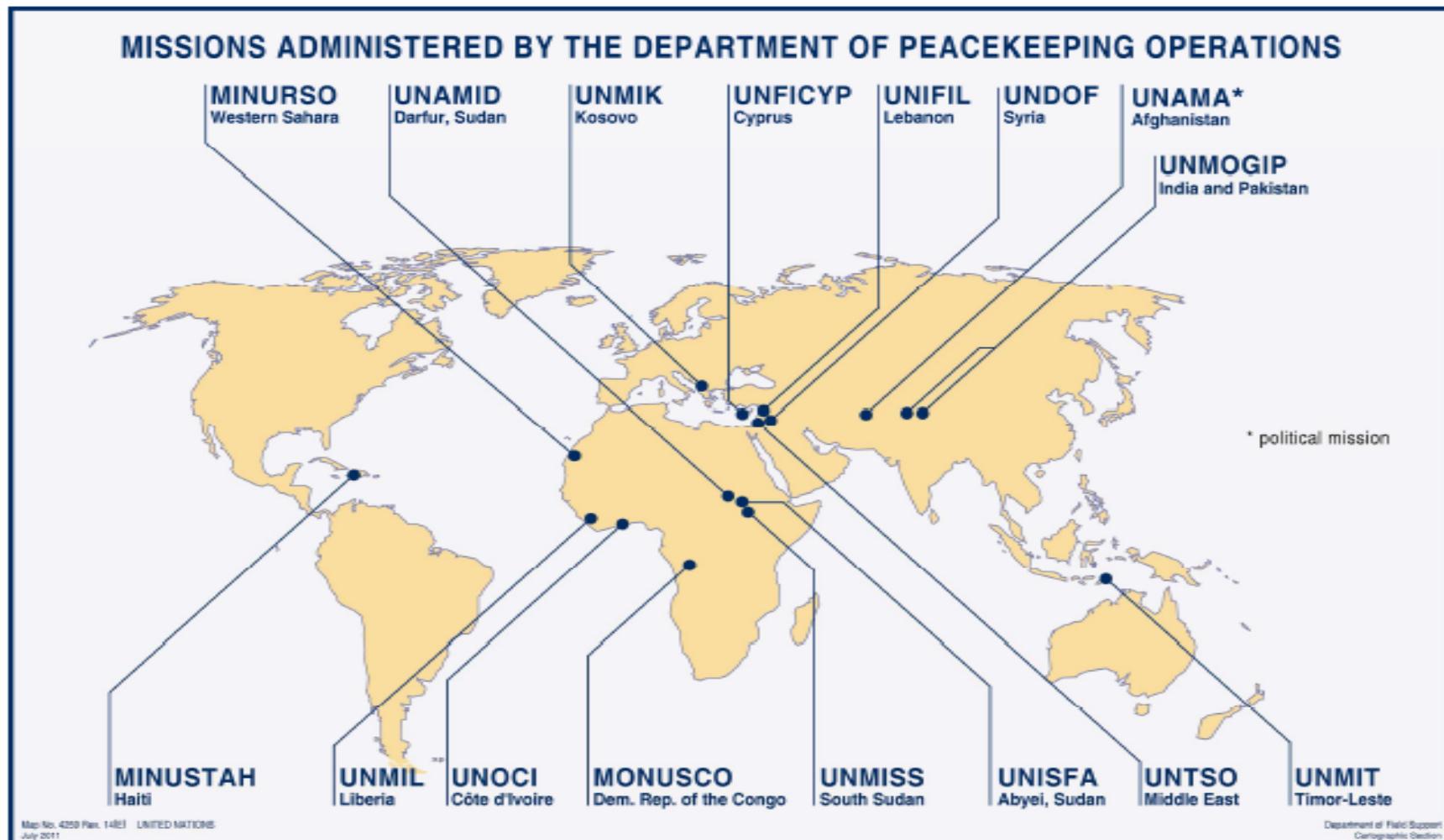


International Peace and Security

Preventing and Resolving Conflicts



Peacekeeping: Current Missions





Human Rights

Human Rights: Dignity and Justice for all of us

- Universal Declaration of Human Rights
 - Universal principles in a living document
 - Foundation of international Human Rights Law
 - World's most translated document: 360 languages

Human Rights: Actors

- Primary responsibility: the individual State
- United Nations:
 - General Assembly
 - Charter-based bodies:
 - Human Rights Council
 - Special procedures: Special Rapporteurs, Independent Experts, Working Groups
 - Treaty-based bodies
 - High Commissioner for Human Rights



Humanitarian Affairs

Humanitarian Affairs: Did you know, the UN...

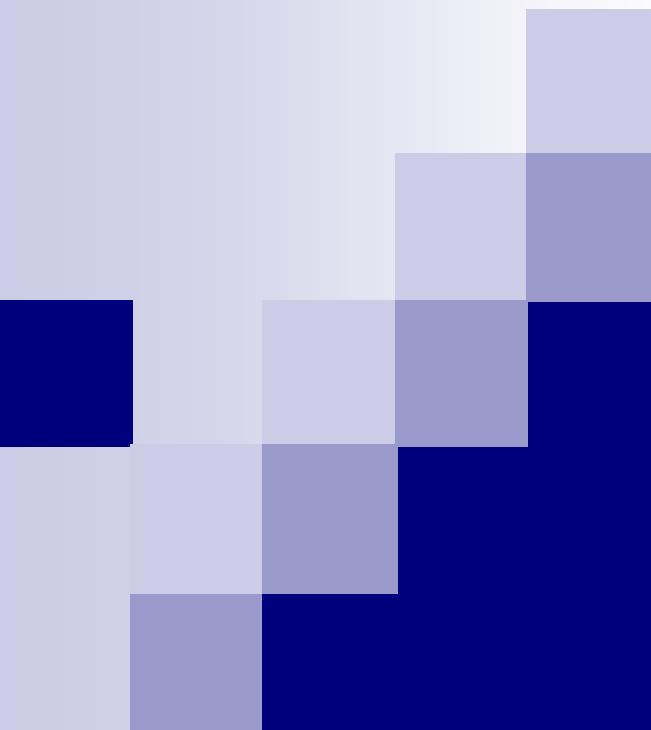
- Feeds 90 million people in 73 countries in 2011 (WFP)
- Assisted children in 290 humanitarian situations in 98 countries in 2010 (UNICEF)
- Is a global leader in vaccine supply, reaching 40% of the world's children (UNICEF)



Humanitarian Affairs

International Law: Did you know...

- Over 500 multinational treaties – on human rights, terrorism, international crime, refugees, disarmament, commodities and the oceans – have been enacted through the efforts of the United Nations.



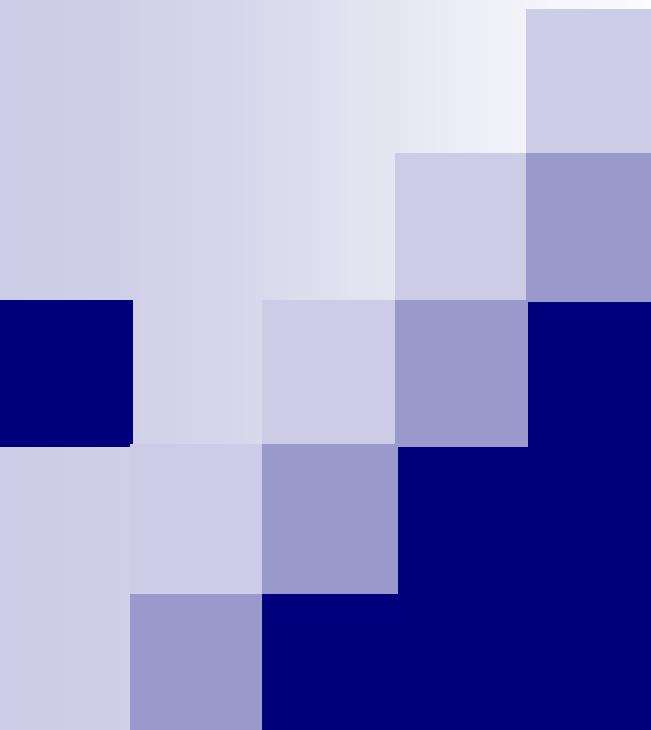
Priorities

Priorities and the way ahead

- Secretary-General Ban Ki-moon has outlined five imperatives:
 - Five generational opportunities to shape the world tomorrow by the decisions we make today

Five imperatives

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



Young Professionals Programme (YPP): Context

Expectations of UN staff

- For expectations of UN Staff, see:
 - Charter of the United Nations
 - Staff Rules and Regulations

Values, Competencies, Mobility

- Core values:
 - Integrity, Professionalism, Respect for Diversity
- Core competencies and managerial competencies
- Mobility:
 - Functional and geographic

Staff selection

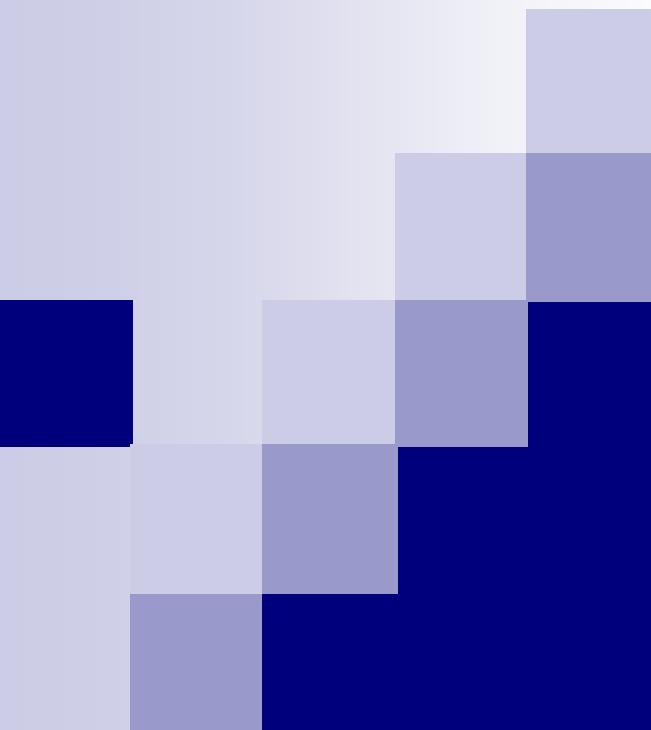
- Positions advertised on
<http://careers.un.org>
- Open to external and internal candidates
- Exception: entry-level professional positions (YPP)

YPP: the Process

- Written Examination
- Oral Examination
- Placement
- Assignment, Orientation and Development

YPP 2011

- Job families:
 - Administration
 - Humanitarian Affairs
 - Public Information
 - Statistics
- Member States Participating: 77



YPP: Written Examination

Written Examination

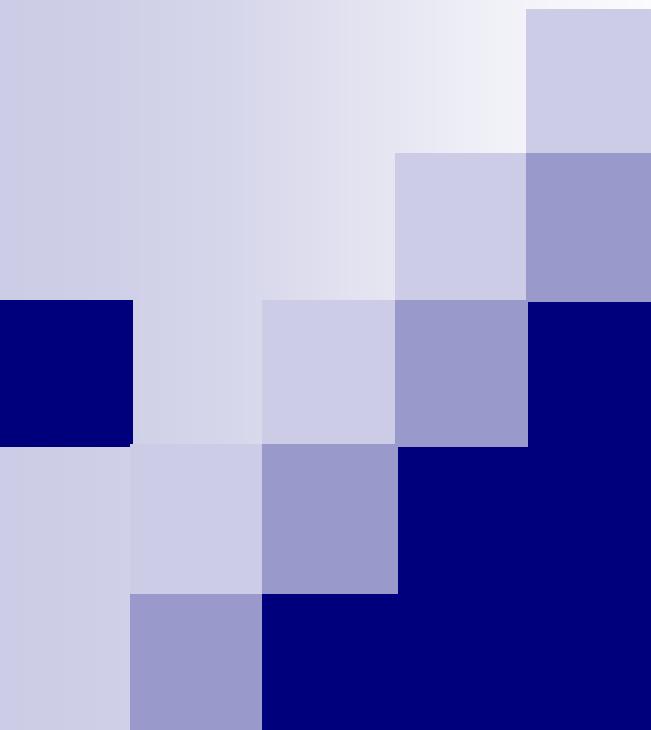
- Wednesday, 7 December 2011
- Overall time for the written examination: 4.5 hours
- Structure:
 - General paper
 - Specialized paper
- Examinees are fully responsible for any expenses related to their travel to the examination centre

General Paper

- Summary and several questions in International Affairs,
- 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



YPP: Oral Examination

The Examination: Oral Part

- Competency-based interview and possibly an oral presentation.

- UN Secretariat will cover the travel expenses of examinees invited to the oral examination

Values and competencies

Values:

- Shared principles and beliefs that underpin the Organization's work and guide actions and behaviours of staff

Competencies:

- Skills, attributes and behaviours directly related to successful job performance

Values and Competencies

Core Values	Core Competencies	Managerial Competencies
<ul style="list-style-type: none"> <input type="checkbox"/> Integrity <input type="checkbox"/> Professionalism <input type="checkbox"/> Respect for Diversity 	<ul style="list-style-type: none"> <input type="checkbox"/> Communication <input type="checkbox"/> Teamwork <input type="checkbox"/> Planning and Organizing <input type="checkbox"/> Accountability <input type="checkbox"/> Creativity <input type="checkbox"/> Client Orientation <input type="checkbox"/> Commitment to Continuous Learning <input type="checkbox"/> Technological Awareness 	<ul style="list-style-type: none"> <input type="checkbox"/> Vision <input type="checkbox"/> Leadership <input type="checkbox"/> Empowering Others <input type="checkbox"/> Managing Performance <input type="checkbox"/> Building Trust <input type="checkbox"/> Judgement and Decision-making

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

CAR (L) Principle

- **Context:**
 - You will be expected to give an overview of the situation: what the situation was about, how you first got involved, what were the key events and the time frame
- **Actions**
 - You will be expected to cover significant events, specific instances, that were clearly attributable to you rather than the team
- **Results**
 - What was the outcome, impact or results of your actions: You may be asked questions such as how did it turn out? What was the final result?
- **Learning**
 - What did you learn from this experience?

During the interview: do

- Make a good first and last impression
- Dress appropriately
- Maintain eye contact with the person who asked the question, if culturally appropriate
- Even on the telephone, smile
- Listen carefully to the complete question. Ask for clarification if a question is not clear
- Keep to the point. Be as specific as possible
- Provide concrete examples that show you were able to handle a situation and/or learned from it

During the interview: do not

- Answer in the hypothetical
- Talk about “we”, rather talk in the “I”
- Espouse theories or values (“waffling on”)
- Make blanket generalizations nor statements about the future
- Interrupt the panel
- Ask questions about benefits and entitlements

Exercise: Teamwork

■ **Describe to us a successful teamwork work experience**

- What was the situation?
- What was your role?
- What made the team successful?
- How did you handle any disagreements within the team?
- What were the results?
- What did you learn from the experience? If you had to do it again what would you do differently?

Exercise

Planning and Organizing

- **Tell us about a time you had to organize or plan a major event**
 - What was the nature of the event?
 - What was your role?
 - How did you plan and organize the different actions to carry out?
 - How did the event turn out?
 - Reflecting back, what did you learn from the experience? If you had to do it again what would you do differently?

Exercise

Planning and Organizing

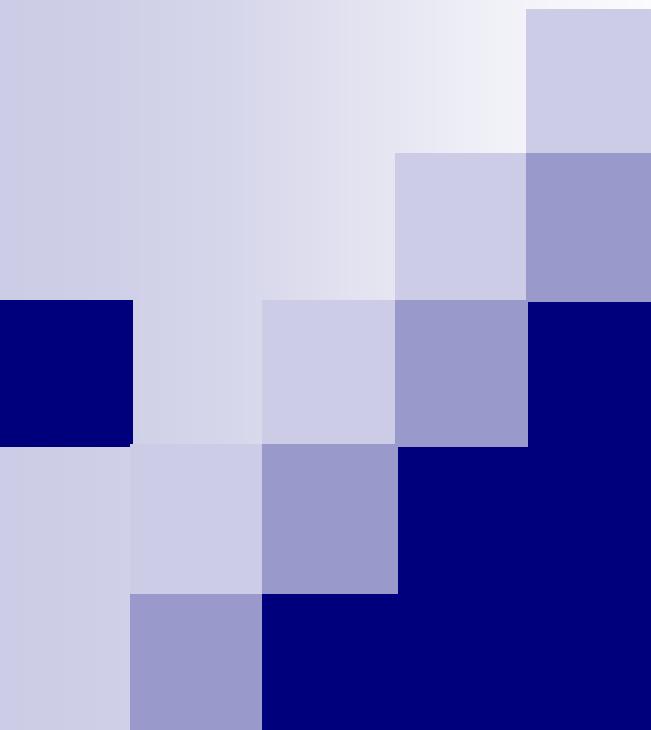
- Tell us about a time where you had a number of demands being made on you at the same time? How did you handle it?
 - What was the situation?
 - What was your role?
 - How did you plan and organize the different actions to carry out?
 - What were the results?
 - What did you learn from the experience? If you had to do it again what would you do differently?

Exercise: Creativity

- **Describe to us a situation when you had to be creative**
 - What was the nature of the situation?
 - What was your role?
 - What were the different actions you carried out?
 - What were the results?
 - What did you learn from the experience? If you had to do it again what would you do differently?

Exercise: Integrity

- **Describe to us a situation where you felt pressured to act in a way that would compromise your values or those of the organization**
 - What was the nature of the situation?
 - What were the implications of your actions?
 - How did you respond to the pressure?
 - What was the results?
 - What did you learn from the experience? If you had to do it again what would you do differently?



YPP: Results and Placement

Successful Candidates Placement

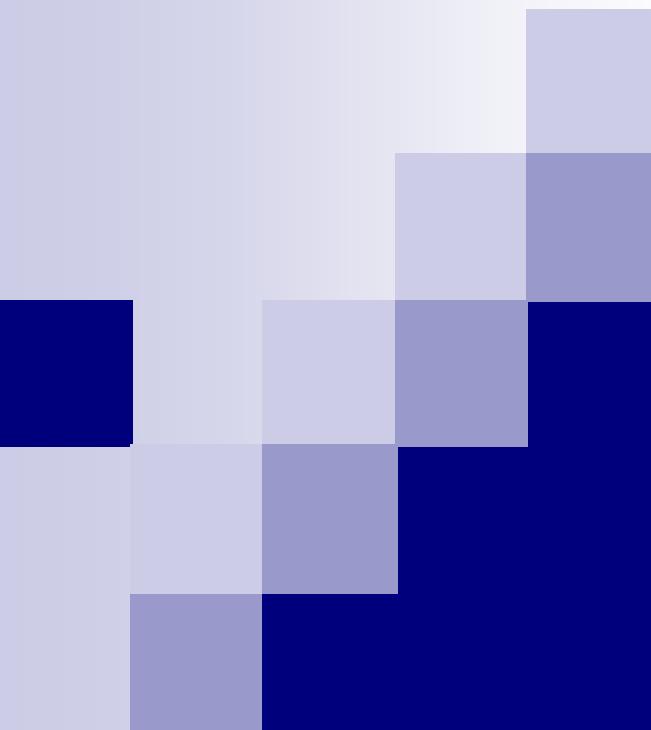
- To be placed in positions at the P-1 or P-2 level in any Secretariat duty station or peacekeeping operation.

Reserve List

- Only those who cannot be placed will be kept on a reserve list, from which future vacancies will be filled.
- The reserve list has a lifespan of two years 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.

Assignment, Orientation & Development

- Initial assignment: Two years
- Second assignment: In a different duty station
- Two-week orientation programme prior to first assignment
- Dedicated training budget to ensure professional development



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
- 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 44,000 staff work in field locations all over the world
- Over 100,000 personnel in 16 peacekeeping and 11 political missions

Where we are



Geneva
UNOG, UNCTAD,
OHCHR, ECE, OCHA



Nairobi
UNON, UNEP,
UN-Habitat



New York
UN Headquarters



Vienna
UNOV,
UNODC



The Hague
ICTY



Addis Ababa
ECA



Bangkok
ESCAP



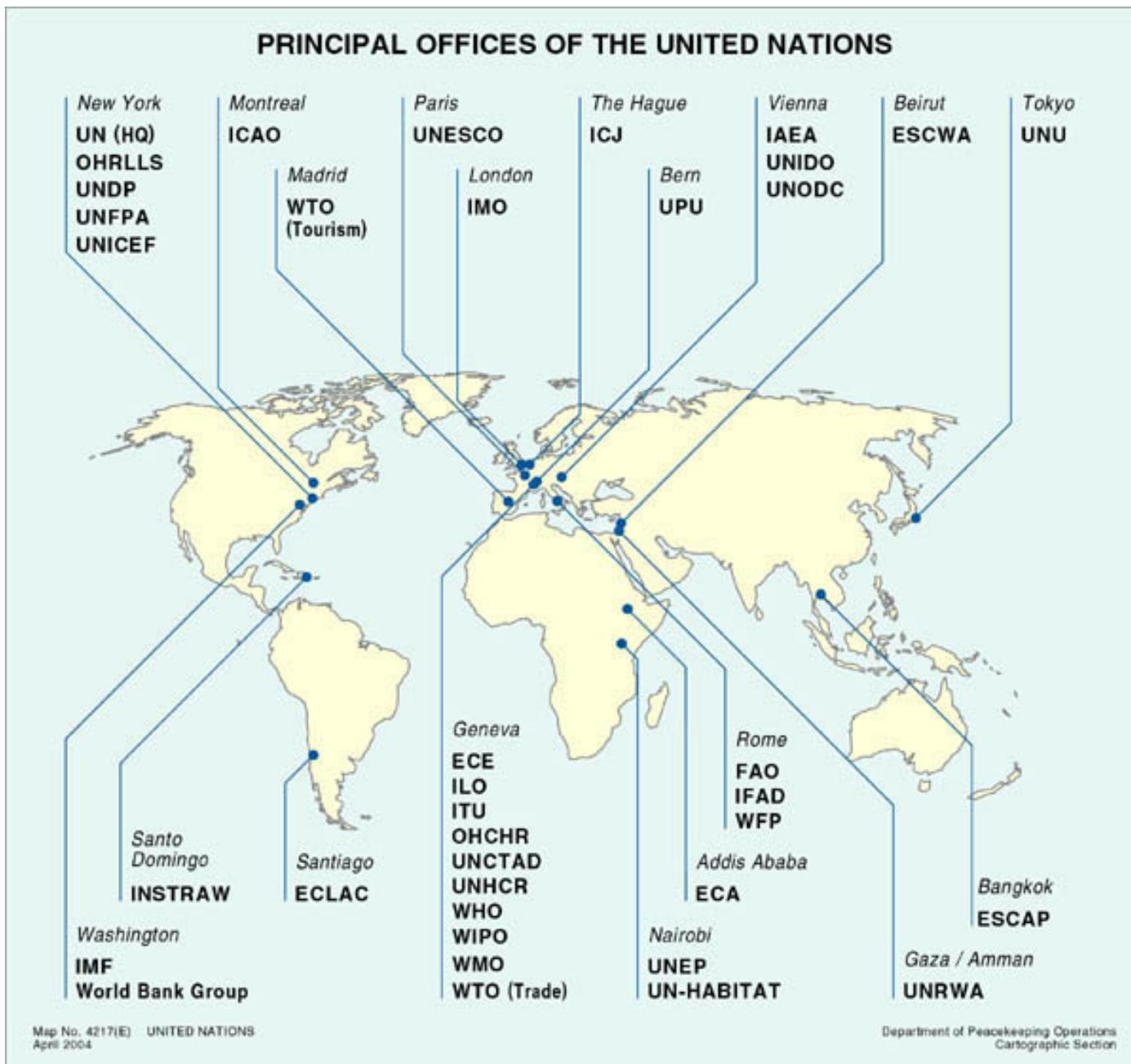
Beirut
ESCWA



Santiago
ECLAC



Arusha
ICTR



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

Professional Jobs

■ Experience requirements after obtaining your degree:

- **P-2 = YPP or Language recruitment examination or 2 years without exam**
- **P-3 = 5 years**
- **P-4 = 7 years**
- **P-5 = 10 years**
- **D-1/D-2 = 15 years**

Pay and benefits

- Competitive Salaries
- Annual & Sick Leave
- Home Leave
- Maternity & Paternity Leave
- Education Grant & Travel
- Rental Subsidy
- Defined-benefits Pension at age 62
- Health Insurance
- Installation & Shipment & Repatriation
- Pay for Additional Official Language
- Mobility and Hardship Pay
- Rest and Recuperation (peacekeeping missions)
- Mentoring Programme for New Staff
- Development & Learning opportunities

UN Careers - Windows Internet Explorer

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

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The

United Nations **careers**


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

Peace and Security Human Rights Economic and Social Development

— Meet our Global Workforce —

Nipha Preedanond
Administrative Assistant
Incheon, REPUBLIC OF KOREA

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

Vanessa Zamora
Personal Assistant
Amman, JORDAN

Kin-Hui Chang
Supply Officer
New York, UNITED STATES

Done Internet 100% 

Application Process

- **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



**Thank you for your
attention!**

www.un.org

<http://careers.un.org>

www.unis.unvienna.org