

# United Nations

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# The YPP Process

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





Confirming  
eligibility



Creating a profile and  
preparing an application



Submitting a job  
application



Evaluation of the  
application



Written examination



Oral examination



Results notification



Welcome to the UN

## Young professionals programme

### Application process

#### 1. 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)
- o 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 other official United Nations languages is an asset)

# 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
  - c) 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 <http://careers.un.org>**
- **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.

<b>Total</b>	<b>270 min.</b>
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# 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

# Lessons learned and tips

(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.)*

# Lessons learned and tips

(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

# Lessons learned and tips

(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.)*

# Lessons learned and tips

(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)

A decorative graphic on the left side of the slide, consisting of a grid of overlapping squares in various shades of blue and grey, creating a stepped, staircase-like effect.

Thank you for your  
attention!

[www.un.org](http://www.un.org)

[careers.un.org](http://careers.un.org)

[www.unis.unvienna.org](http://www.unis.unvienna.org)