

UN YPP 2015

Workshop for participants

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YPP: the Process

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





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 2015

Job families:

- ☐ Administration
- ☐ Finance
- ☐ Legal Affairs
- ☐ Public Information
- ☐ Social Affairs
- ☐ Statistics

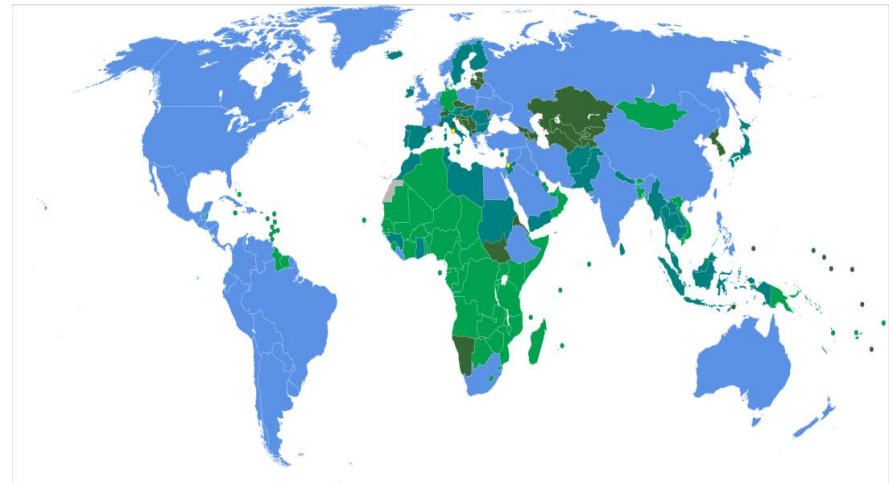


Participating Member States

104 Member States invited:

- ☐ un-represented
- ☐ under-represented
- ☐ in-danger of falling under-represented

72 Member States Participating



Admission

First Screening- Eligibility

- Nationality
- Age: **32 years or younger**
- Education
- Language: **Fluent English or French**
- Experience: **No experience required**



Admission Second Screening

Criteria for the second screening:

Language



Degree



Experience



Convokees

- All candidates will receive admission notification
- Check the listing of application numbers on:
<http://careers.un.org>
- Members States will be informed on the numbers of convokees by examination centre



Young professionals programme

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Written Examination

■ **Wednesday, 15 December 2015**

■ Overall time: 4.5 hours

■ Structure:

☐ General paper

☐ Specialized paper



Written Examination: Structure

- General Paper: **Summary**, to be written in either English or French.
- Specialized Paper: **Multiple choice questions, essays and short questions (constructed response items)** in the substantive area, to be answered in any of the UN official languages.



Format and allocation of points

- **Written examination (800 points)**
 - **General paper (150 points)**
 - **Specialized paper (650 points):**

- 50 Multiple Choice
- Constructed response items

(Oral exam: 200 points)



Details on written exam

- **Written examination**
- **General paper (150 points) – text (approx 1100 words in French or 900 words in English) to be reduced to a third**
 - ☐ Marked by two different external examiners (double blind marking)
- **Specialized paper (650 points)**
 - ☐ Multiple choice items are marked first by software and are eliminatory
 - ☐ Other questions are marked by a group of UN experts in the respective job family based (double blind marking)

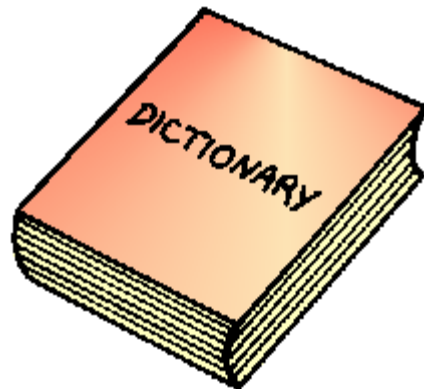
Written Part: What to bring

- Your convocation document
- E-mail with application number
- Original AND photocopy of picture ID indicating nationality and date of birth
- Blue or black pens, pencils, highlighters etc.
- Some light food, beverage in clear bottle



Written Part: What **NOT** to bring

- Mobile phones (may be sealed before)
- Dictionaries
- Portable computers
- Reference materials
- Draft/scrap paper
- White-out liquid



Lessons learned and tips

(from participants/examiners in the YPP 2013 and 2014)

Written Exam (1)

- Time-keeping/time-management extremely important!!!
- Practise hand writing ahead of time. Practice time keeping.



Lessons learned and tips

(from participants/examiners in the YPP 2013 and 2014)

Written Exam (2)

- Do not neglect the general paper – summary writing is harder than may seem
- For summary writing, practise summarizing UN documents and time yourself



Lessons learned and tips

(from participants/examiners in the YPP 2013 and 2014)

Written Exam (3)

Steps to writing a summary:

1. Read and understand
2. Analyze the structure
3. Select the main ideas
4. Draft the summary
5. Revise and edit



Lessons learned and tips

(from participants/examiners in the YPP 2013 and 2014)

Written Exam (4)

Good summary:

- accurately reflects the ideas
- contains only the main ideas
- is objective
- is clear, coherent and concise
- is logically organized
- is mainly written in the summary writer's own words



Lessons learned and tips

(from participants/examiners in the YPP 2013 and 2014)

Written Exam (5)

- Review Sample Answer booklet on Careers Portal
- Judge the value of each question and distribute your time accordingly
- Answer every question – including the multiple choice questions --even if you are not sure



Lessons learned and tips

(from participants/examiners in the YPP 2013 and 2014)

Written Exam (6)

- No extra points for additional answers
- Put answers where they are supposed to be
- Answer the questions you know first
- Articulate and structure your thoughts coherently



Lessons learned and tips

Summary:

- Be well rested
- Arrive in plenty of time
- Follow the instructions correctly
- Answer the question!
- Manage your time!
- Review the “What’s new” page on the Careers Portal regularly



The YPP Process: Competency-based interviews

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How would you
contribute
to the work of the United
Nations and to the specific
job you are applying for?



Maria
MONTALVO

Security Coordination Officer,
Safety and Security Network

Duty Station:
New York, United States

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

Values and Competencies

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

Why competency-based interviews?

- forward-looking
- clarify expectations
- define future needs
- past professional experiences
- behavioral/situational questions



CAR(L) Principle

- Context
- Actions
- Results
- Learning



Preparing and Practising

- Be flexible and non-demanding with time
- Prepare
- Practise, practise, practise!



During the interview: do

- Dress appropriately
- Listen carefully
- Be specific
- Smile!
- Provide concrete examples
- Make a good first and last impression



During the interview: do not

- ...answer hypothetically
- ...say “we”, when you mean “I”
- ...make blanket generalizations
- ...interrupt
- ...ask questions on benefits



SAMPLE JOB OPENING

Job Title : Administrative Officer, P3
Department/ Office : Department of Political Affairs
Location : NEW YORK
Posting Period : 4 October 2012-3 December 2012
Job Opening number : 12-ADM-DPA-25185-R-NEW YORK (X)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

This position is located in the Counter-Terrorism Implementation Task Force (CTITF) of the Department of Political Affairs (DPA). The United Nations Counter-Terrorism Implementation Task Force (CTITF) was established by the Secretary-General in 2005. It is the United Nations designated entity to bring together into one coherent framework decades of the United Nations Counter-Terrorism policy and legal responses emanating from the General Assembly, Security Council and relevant United Nations Specialized Agencies. The CTITF is part of the Department of Political Affairs (DPA) and is located at the United Nations Headquarters in New York. The incumbent will report to the Director of the CTITF Office.

Responsibilities

Within delegated authority, the Administrative Officer is responsible for the following duties:

- Human Resource Management:- Effectively coordinates actions relative to the administration of human resource activities including recruitment, performance appraisal, job classification reviews, while ensuring consistency in the application of the UN rules and procedures;
- Budget and Finance:- Takes lead with respect to the preparation and implementation of the work programme;- Monitors allotments and redeployment of funds, adhering to the UN Financial rules and regulations; determines/recommends reallocation of funds while observing that the implementation of funds is within the authorized/ levels;- Administers and monitors extrabudgetary resources, including review of agreements and cost plans to ensure compliance with UN Financial regulations and rules and established policies and procedures,- Provides expert advice to Programme Manager and prepares relevant documentation to finalize budget performance reports to donor;
- General Administration:- Serves as Office Liaison on administrative matters with UNDP and DPA's Executive Office. Is responsible for the administrative and logistic aspects of the UNCCT/CTITF events; - Under the supervision of the Team Leader, drafts fund raising strategies for the CTITF - Prepares CTITF/UNCCT project implementation/project closure reports;- Participates in the development, monitors and evaluates the implementation of assigned programme in support for the UN Counter-Terrorism Centre (UNCCT);- Identifies problems and issues to be



SAMPLE JOB OPENING

addressed and liaises with relevant parties on corrective actions.- Prepares and provides monthly updates and quarterly briefings on status of funds to maintain transparency and sound relations with donor countries and accompanying reports.

Competencies

Planning & Organizing:-Develops clear goals that are consistent with agreed strategies- Identifies priority activities and assignments; adjusts priorities as required-Allocates appropriate amount of time and resources for completing work-Foresees risks and allows for contingencies when planning-Monitors and adjusts plans and actions as necessary-Uses time efficiently**Professionalism:** - Demonstrates expertise and knowledge of financial management and accounting practices,- In-depth knowledge and command of budget development and financial administration of resources,- Ability to identify issues and to use sound judgement, analytical and conceptual abilities,- Expertise in managing programmes and projects particularly in the context of inter-agency process,- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results, - Operates in compliance with the organizational regulations and rules,- Takes responsibility for incorporating gender perspectives and ensure equal participation of women and men in all areas of work**Teamwork:** - Works collaboratively with colleagues to achieve organizational goals, - Solicits input by genuinely valuing others' ideas and expertise, - Places team agenda before personal agenda, - Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position, - Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

Education

An advanced university degree (Master's degree or equivalent) in business or public administration, accounting, management or related area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree is required.

Work Experience

A minimum of five years of progressively responsible experience in Administration, Human Resources, Finance or related field is required. Experience in grant/trust fund management and human resources management systems is desirable. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English (both oral and written) is required. Knowledge of another UN official language is an advantage.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Exercise

Planning and Organizing

Talk about a major event
you organized



Exercise

Professionalism

Talk about your experiences as an Administrative Officer

The United Nations is
an organization that **requires**
the **sacrifices** of few
for the good of many.



Patrick
NEBO

Security Officer,
Safety and
Security Network

*Duty Station: El Fasher,
Sudan*

Exercise Teamwork

Describe a successful teamwork work experience



Exercise Creativity

Describe a situation where you had to be creative



Exercise Integrity

Describe a situation where values were threatened to be compromised





UN Peacekeepers protect internally displaced women who farm and collect millet as well as firewood in rural areas of Darfur

El Fasher, SUDAN

UN Photo /Albert Gonzalez Farran

Peace and Security

Human Rights

Economic and
Social Development

Meet our Global Workforce

**Marisel Carrasco
Garcia**

Computer Information
System Officer

New York,
UNITED STATES



**Lucien
Matadi**

Movement and
Control Clerk

Kindu,
DR CONGO



**Nipha
Preedanond**

Administrative
Assistant

Incheon,
REPUBLIC OF KOREA



**Gopi
Pradhan**

Civil Affairs
Officer

Kabul,
AFGHANISTAN



Why work at UN?

Who we are
What we do
Where we are
Career support
Pay and benefits

What can I do at UN?

What we look for
Job Networks
Career paths
Working in the field

What are my career options?

Staff categories
Young professionals
programme
Language competitive
examinations
Associate expert programme
Volunteer programme
Internship programme
Temporary jobs

How do I apply?

Job openings
Creating your job
application
Application process
At your interview

The YPP Process: after the exams



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Available posts for Placement

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



Successful Candidates Placement & Reserve Lists

- ✓ P-1/P-2 placement in any Secretariat duty station
- ✓ Those who cannot be placed -> will be kept on a reserve list for **2 years**
- ✓ Candidates who refuse **one** invitation to interview or employment offer will be removed from the reserve list.



Assignment, Orientation & Development

- Initial assignment: **2 years**
- Second assignment: **In a different duty station**
(P-1=>P-2)
- Orientation Programme
- Mentor Programme



Thank you for your
attention!

www.un.org

careers.un.org

www.unis.unvienna.org