

United Nations Secretariat: Application Process and Useful Resources

**United Nations Office at Geneva,
Human Resources Management
Service**



The United Nations



**Humanitarian
Affairs**



**Human
Rights**



Development



**Peace and
Security**

What are we looking for?



What you should know before applying

- **Job openings for three months or longer are advertised on <https://careers.un.org/>.**
- **Find a mission/job field that matches your **passion**.**
- **Recruitment processes are conducted on a **competitive basis** and open to external and internal applicants.**
- **The UN environment is **international, mobile** and **multi-cultural**.**

Career options

Long-term Opportunities

- ✓ Regular Job Openings (UN Careers)
- ✓ Young Professionals Programme (P1-2 level)
- ✓ Junior Professional Officers (P2 level)
- ✓ United Nations Volunteers
- ✓ Language Competitive Examination (P2-P3 level)

Short-term Opportunities

- ✓ Temporary Job Openings
- ✓ Consultants & individual contractors
- ✓ Internship Programme
Full-time / Unpaid / 2-6 months max



Professional and Higher Categories



| Level | Years of experience | |
|-------|---------------------------|------------------------------|
| | Master's or higher degree | University degree (bachelor) |
| D2 | Over 15 | Over 17 |
| D1 | 15 | 17 |
| P5 | 10 | 12 |
| P4 | 7 | 9 |
| P3 | 5 | 7 |
| P2 | 2 | 4 |
| P1 | 0 | 2 |

Ready to apply?



Job Opening

| | |
|---------------------|---|
| Posting Title: | Programme Budget Officer, P4 |
| Job Code Title: | PROGRAMME BUDGET OFFICER |
| Department/Office: | Department of Management Strategy, Policy and Compliance Office of Programme Planning, Finance and Budget |
| Duty Station: | NEW YORK |
| Posting Period: | 06 March 2019 - 19 April 2019 |
| Job Opening Number: | 19-Finance-DMSPC OPPFB-112529-R-New York (G) |
| Staffing Exercise | N/A |

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



Org. Setting and Reporting

The position is located in the Programme Planning and Budget Division (PPBD) of the Office of Programme, Planning, Finance and Budget (OPPFB) in the Department of Management Strategy, Policy and Compliance (DMSPC). The Programme Budget Officer reports to the Chief of Service/Unit and to the Director of the Programme Planning and Budget Division.

Inspira is the recruitment platform of the United Nations Secretariat, where applications are submitted.

<https://inspira.un.org>



The screenshot shows the Inspira login interface. At the top, there is a browser window title 'Inspira'. Below it is the Inspira logo and the text 'Human Resources Gateway'. There are two input fields: one for 'User ID' with a 'Forgot User ID' link above it, and one for 'Password' with a 'Forgot Password' link above it. Below the input fields is a blue 'Login' button. At the bottom, there are links for 'New user? Create account here', 'Contact us', and 'English | Français'. The footer contains the text 'Copyright United Nations. All rights reserved.'

Submitting an application through inspira

- ✓ **Target** each job application - Give adequate time to prepare a high-quality application and keep templates of applications of various job types ready.
- ✓ In the work experience section, only include **information relevant to the position** and make the most out of your experience.
- ✓ In the education section, make sure you select the **correct level of degree** (HS diploma for GS positions and first level or advanced level degree for Professional and higher posts).
- ✓ In the language section, make sure you include your mother tongue.
Fluent = fluent in all four levels (reading, speaking, understanding, and writing)
Knowledge = confident or fluent in at least two areas.
- ✓ Provide references that know you well and that are **reliable**.
- ✓ Pay attention to **application deadlines**.

Tips for Applying to UN Jobs

| What? | Description | Get Ready |
|--|--|--|
| Work experience | Open ended descriptions of duties and achievements Maximum no. of characters: 1000 (English) / 1200 (French) | 2-3 hours to draft your work experience entries |
| Job Requirements questions | Answers need to be specific to the Job Opening For some Job Openings, there may be additional specific questions related to training, licenses, certifications, and/or publications | 30-60 minutes to prepare the answers to the Job Requirements questions when applying |
| References | Applicants can list peers, mentors, and supervisees as references | Add 3-5 references |
| Motivational Statement (Cover Letter) | Personal and professional motivation for applying to the position Maximum no. of characters: 2000 (English) / 2400 (French) | 30-60 minutes to prepare a motivational statement |

How to answer Job Requirements questions



GENERIC EXPERIENCE BAD RESPONSE

4. Do you have 7 years of progressively responsible experience in Human Resources Management and Administration? Please explain below

No

Yes, I have 9 years of experience in human resources management 
See my candidate profile for details. 

VS.

GENERIC EXPERIENCE GOOD RESPONSE

4. Do you have 7 years of progressively responsible experience in Human Resources Management and Administration? Please explain below

No

Yes, from 2016 –2019 with WeRecruit Enterprise.
From 2012 – 2016 with London Homebuilding Association.
From 2009 – 2012 with Save the Children NGO.
From 2005 – 2009 with Private Consulting Firm.

During the above period I performed a wide range of human resources management functions, including managing, coordinating, and implementing large recruitments (over 50) at the national and international level. Managed large and complex rostering exercises from job posting, to assessments to conducting interviews and reporting on results. Experienced in implementing performance appraisal system and advise on its compliance with policies, rules and regulations. In my current job with WeRecruit, I provide advice to senior managers and staff on the interpretation and application of human resources policies.

 Date & Employers

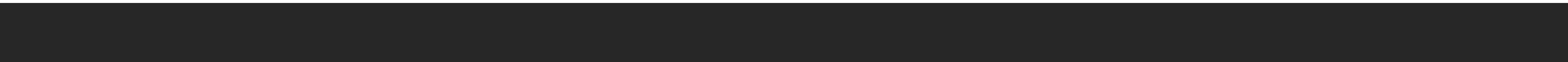
 Detail of Experience

What to include in a Motivation Statement

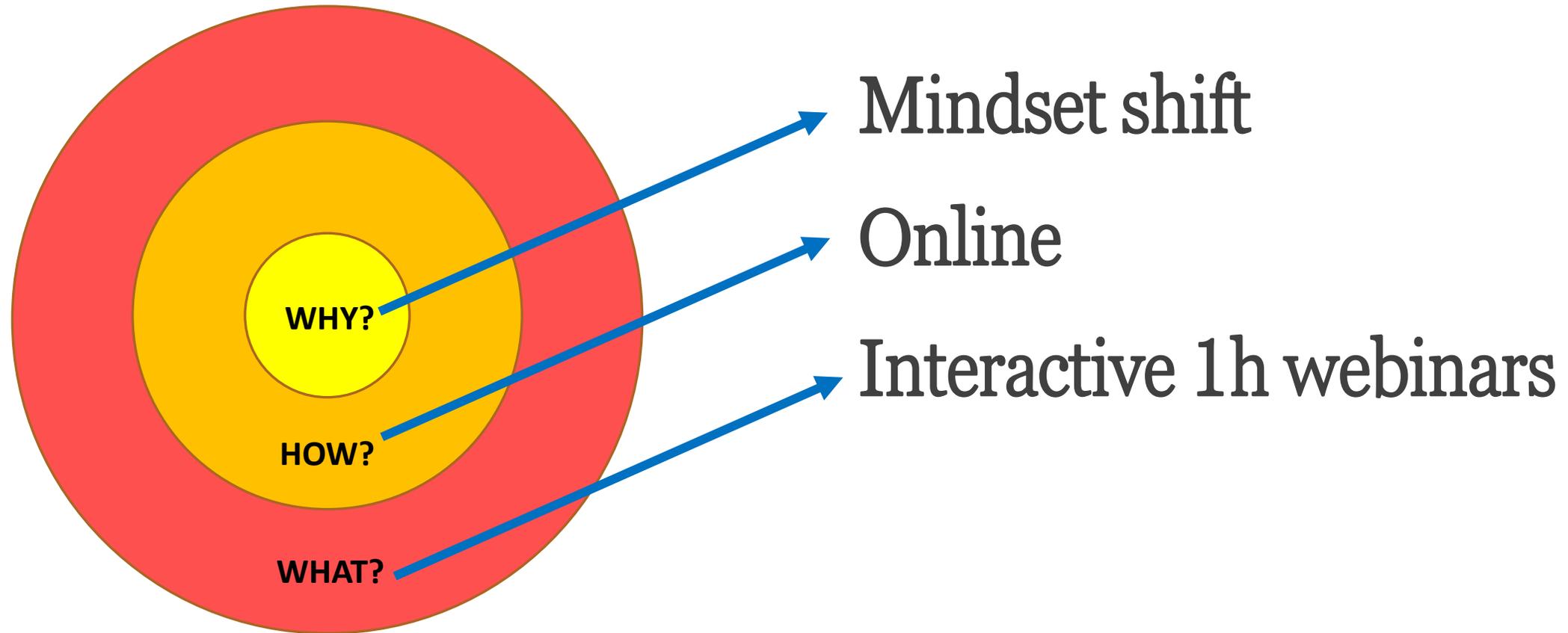
| Cover Letter | Motivation Statement |
|---|---|
| Directions: Describe how your experience, qualifications and competencies match the position for which you are applying | Directions: Please explain what motivates you to apply for this position. You may also use this space to tell us anything else that is not already in your application that makes you a good fit for this position. |
| Summary of educational background | Direct explanation of why you applied for this job, in this location, at this moment |
| Summary of employment history | How your competencies, values, and behaviors are in keeping with the mandate of the UN and the mandate of the particular UN entity you are applying to |
| Explanation of why your knowledge, skills, and abilities make you a good fit candidate for the job | Any information not included in your application that demonstrates why you are a good fit for the position |
| Motivation for seeking the position | Elements of personal character and experience that would support your success and resilience in this position |
| Summary of relevant communications skills and abilities (e.g., languages) | An explanation of how this job fits into your career progression, including (if relevant), why you are shifting to a new area of work and/or new location. |
| Timeline of availability/administrative factors | Timeline of availability/administrative factors |

Structure of the Motivational Statement

- ✓ Introduction: statement of interest/motivation to apply
- ✓ Summary of behaviours, values, skills: add éléments of your personal character that are NOT included in the candidate profile.
- ✓ Career path/ other info: explain how the position fits into your career progression and/or provide any other useful information.
- ✓ Conclusion: thank the reader for their consideration.



Be proactive, take care of your career





New Partnerships

- International Atomic Energy Agency (IAEA)
- United Nations Volunteers (UNV)
- Office of Human Resources, DMSPC
- United Nations Development Programme (coming up)

■ CAREER TIPS THURSDAY



COURSE OBJECTIVES

Every last Thursday of the month, join us at the Career Tips Thursday. Two experts from CLM and the Human Resources recruitment team at UN Geneva will deliver an interactive 1-hour session on different career-related topics, designed to provide tips, guidance and insights for your career and professional development.

This series of 1-hour webinars will cover topics on:

- Understanding a Job Opening
- Hunting for jobs efficiently
- Writing effective applications
- Answering questions in interviews
- Recognizing your skills, competencies and strengths
- Using your network for career development
- And other topics related to career development

<https://learning.unog.ch/career-tips-thursday>

CTT Additional Materials

 [Candidate Application in Inspira](#)

Some numbers...

Over **4600** participants
in live sessions

6126 views

2464 video downloads



*Numbers refer to the March 2021-Feb 2023 period.

What trended in CTT





Topics for 2023

- ✓ Manage your career according to your strengths
- ✓ Dealing with your saboteurs
- ✓ Developing emotional intelligence
- ✓ Managing your reputation
- ✓ Creating your personal brand
- ✓ Session for GS staff: Getting into the International Professional Category- Moving to a different Agency
- ✓ UN Values and Behaviours Framework



UN GENEVA



SCAN ME





Q & A