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.
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
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

Missions Administered by the Department of Peacekeeping Operations

- MINURSO Western Sahara
- UNAMID Darfur, Sudan
- UNMIK Kosovo
- UNFICYP Cyprus
- UNIFIL Lebanon
- UNDOF Syria
- UNAMA Afghanistan
- UNMOGIP India and Pakistan

*M political mission

MINUSTAH Haiti
UNMIL Liberia
UNOCI Côte d’Ivoire
MONUSCO Dem. Rep. of the Congo
UNMISS South Sudan
UNISFA Abyei, Sudan
UNTSO Middle East
UNMIT Timor-Leste
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

- 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

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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
  o What was the nature of the event?
  o What was your role?
  o How did you plan and organize the different actions to carry out?
  o How did the event turn out?
  o 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
EC LAC

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
The United Nations careers portal, featuring images of United Nations officials and articles on diverse topics such as Peace and Security, Human Rights, and Economic and Social Development. The image also includes a section titled "Meet our Global Workforce" with profiles of Nipha Preedanond, Denis McAuley, Vanessa Zamora, and Kin-Hui Chang.
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!

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