United Nations

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United Nations Careers: Overview
United Nations: Areas of Work

- Development
- Peace and Security
- Human Rights
- Humanitarian Affairs
- International Law
Priorities and the way ahead

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

- 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
- 43,000 staff members
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, and 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 43,000 staff work in field locations all over the world
- Over 100,000 personnel in 16 peacekeeping and 13 political missions
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
Career Options: The different categories of staff at the United Nations

- Professional and higher categories (P and D)
- General Service and related categories (G, TC, S, PIA, LT)
- National Professional Officers (NO)
- Field Service (FS)
- Senior Appointments (SG, DSG, USG and ASG)
Staff selection

- Open to external and internal candidates
- Exception: entry-level professional positions (YPP)
Career Options

- Advertised positions: careers.un.org
- Young professionals programme
- Language competitive examinations
- Associate expert programme
- Volunteer programme
- Internship programme
- Temporary jobs
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
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
Core values and competencies

- Core values:
  - Integrity, Professionalism, Respect for Diversity

- Core competencies:
  - Communication, Teamwork, Planning and Organizing, Accountability, Creativity, Client Orientation, Commitment to Continuous Learning, Technological Awareness
UN Working Environment

- More operational → more stress on delivering
- Mobility
- Flexibility
- Versatility
- Integrity
- Accountability
Thank you for your attention!

www.un.org
careers.un.org
www.unis.unvienna.org