United Nations

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The YPP Process
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:

- Be 32 years or younger (by the end of the exam year)
- 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.
- 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


- 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.

Total  270 min.
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 handwriting - 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)
Thank you for your attention!

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