I am given real, substantial work and I feel like any other staff member. My opinions are heard and my work is respected.

Like many United Nations interns, I am currently a graduate student. I am studying for a Masters in Corporate Communication at the Daystar University in Nairobi. I applied to the Organization because I had enjoyed participating in the Kenya Model United Nations so much at University.

Model United Nations is a national student society, that aims to instill an interest in and understanding of the United Nations. During meetings, students from multiple universities gather at the United Nations complex in Nairobi to discuss how different policies affect young people. I joined Model United Nations not knowing exactly how it would influence my life. Now, thanks to the encouragement and experience I received there, I am an intern at the Monitoring and Evaluation Unit of the United Nations Human Settlements Programme, better known as UN-HABITAT. HABITAT's mandate is to promote socially and environmentally sustainable towns and cities with the ultimate goal of providing adequate shelter to all humankind. My main responsibility is helping to write and edit reports, the most exciting of which so far has been UN-HABITAT’s Peer Review of its Medium-Term Strategic and Institutional Plan, which discussed the progress our Programme has made towards its most important goals after 3 years of implementation.

During my six months as an intern, the Organization has impressed me time and again, most of all, because the United Nations is dedicated to improving itself (not just the world). The findings of the Peer Review of the Institutional Plan, for example, will contribute towards making the programme better. It took a lot of time and energy from our team, who checked and counter-checked the report, and held consultations with staff every day to make sure many different points of view were incorporated. I learnt how much the United Nations values not only its staff, but also its interns. I’m not just fetching coffee here!
Virginia CRAM-MARTOS
Director, Trade and Timber Division, Economic and Social Development Network
Duty Station: Geneva, Switzerland

I am always learning new things and feeling intellectually challenged.

Many years ago, when I was in my 20s, I played the organ and synthesizer in a jazz-rock band. For about eight years, I invested all of my spare time in playing music as a way to communicate to the world. One day, all of my equipment was stolen. It was a changing point in my life: destiny telling me this was not my path in life. Today, I invest my energy into my work at the United Nations: it is not as glamorous as being a music star. But the impact we have on the world, as one organization and one team is greater.

When the company I was working for in United States closed in 1987, I took my severance package and left for Belgium to study, to perfect my French, and to experience living in another country. This journey to Belgium not only led me to love, it also eventually led me to the United Nations.

After my studies, I became head of an industry association in Brussels that promoted international electronic business standards. I was head of its delegation to a Working Party developing these standards at the United Nations Economic Commission for Europe, which promotes European economic integration. This is how I became familiar with the Organization’s work in these areas. In 1992, a job opened up at that Commission for an Economic Officer to coordinate work in electronic business standards. I saw this as a perfect opportunity to fulfill a long held passion to make a difference.

My career with the Commission has since evolved with increasing responsibilities. In 1995, I became Chief of the Trade Policy and Governmental Cooperation Section, where I worked for seven years before my current position as Director of the Trade and Timber Division.
Seeing local civil servants I work with take charge of their country’s future, motivates me to continue as a global civil servant.

Gopi PRADHAN
Civil Affairs Officer, Political, Peace and Security Network
Duty Station: Kabul, Afghanistan

My duty station is in the high mountains at the Bamiyan valley in the Hazarajat region in central Afghanistan. Our office is at an altitude of around 2,600 meters, nothing like the desk jobs in New York, Bangkok and Geneva that most people associate with the United Nations. My fellow officers and I live together in a guesthouse, where we manage all our own living arrangements. Since coming here I’ve developed a love for cooking, maybe because it is so remote and cold - minus 40ºC in the winter - and sitting around the dinner table with my colleagues is a great way to get to know each other, and understand the different skills we bring to the mission.

But working in an isolated place like this is not so unfamiliar to me. I grew up in a small village in the Himalayas. My parents are farmers who grow ginger, paddies and raise cows. I spent a decade as a government officer in remote regions far from the capital just like the one I grew up in, and got to know all the trials and challenges that provincial governments face, like making a budget stretch and settling disputes.

But there is an entrepreneurial spirit, and something was missing from my work with the Government. So in 2000 I enrolled in an MBA at the International University of Japan, then returned to Bhutan to set up a management consulting company. I moved around the country helping local communities set up development projects, but I wanted to travel overseas. So I applied to the United Nations Development Programme’s (UNDP) regional branch in Malaysia. Since then, consulting roles with the Asian Development Bank (ADB), the Economic and Social Commission for Asia and the Pacific (UNESCAP), and the International Development Research Centre (IDRC) have taken me from Laos, to Indonesia, to the Maldives, and all
I am greatly honoured and fortunate to be part of such a vision and global fight for the common good of humanity.

Berhanemeskel NEGA
Chief of Staff, Political, Peace and Security Network
Duly Station: Freetown, Sierra Leone

As a staff member with the United Nations, I treasure the opportunity to humbly contribute to the building of a more stable future for Sierra Leone. Each day I feel I am helping to move the country towards the creation of a peaceful, prosperous, and democratic society.

Sierra Leone experienced a destructive internal conflict from 1991 to 2002; devastation crippled the country. Ultimately, over 70,000 combatants were demobilised, disarmed, and reintegrated into society. Massive efforts were made to rebuild state institutions and, at last, successful national elections were held. This resulted in a peaceful and democratic transfer of power from one Government to another. Although the country has come a long way in its democratic transition, much still remains to be done. Serious challenges still need to be addressed: corruption, youth unemployment, and more importantly poverty and under development are among the key challenges facing Sierra Leone. The Government with the support of its international partners, including the United Nations, is making concerted efforts to address these challenges.

Sierra Leone is an example of a successful United Nations post-conflict engagement. The United Nations presence in Sierra Leone works in an integrated manner, allowing the UN family in the country to truly feel bonded as one: our work is relevant and effective. We place the highest importance on building and consolidating hard-won peace with greater emphasis on ensuring sustainable development and democracy. As Senior Policy Development Adviser and Chief of Staff, I am responsible for the strategic planning of the work of our mission. On a regular basis, I analyse our peace-building efforts, assess what is working and what is not, and advise the head of mission on policy issues related to the consolidation of peace and stability in the country. My duties also include
Tara SADASIVAN
Human Rights Officer, Political, Peace and Security Network
Duty Station: Al Geneina, Sudan

I am continually impressed by the United Nations’ commitment to support people whose rights have been violated.

When the African Union – United Nations Hybrid Operation in Darfur (UNAMID) was established in 2007, I was inspired by its mandate to protect civilians affected by the conflict and to bring stability to the war-torn Darfur region of Sudan. So I applied to join as a Human Rights Officer and was soon deployed to West Darfur. With over 26,000 peacekeepers, UNAMID is the largest peacekeeping mission in the world. In addition to protecting civilians, UNAMID’s mandate includes monitoring and contributing to the implementation of the Darfur Peace Agreement, supporting an inclusive political process, and promoting the protection of the human rights of all citizens.

Since fighting broke out in 2003, widespread atrocities such as the killing of civilians and the rape of women and girls have been committed in Darfur. In order to assess the human rights situation, my team regularly visits remote communities. Unfortunately, in many places we visit, the people have had negative experiences with outsiders in the past, so we often spend many days building up trust with the community so that they feel safe talking to us. For example, when I first visited the village of Foro Baranga in West Darfur, I knew they would be reluctant to meet another ‘foreigner’. So a colleague who was acquainted with a community leader there wrote a letter vouching for me in Arabic. That letter opened a door, and I spent almost the entire day talking to the leader, until other residents in the community began to open up to me as well.

My main responsibility includes monitoring and reporting human rights violations. In 2008, I was documenting the cases of civilians who had been victims of torture by armed groups. One such case involved a civilian who was paralyzed in his left hand, could barely walk, and had lost the hearing in his right ear. So I contacted a local NGO which provides medical support to torture victims. In 2011, a man I did not
Qualifikationen

„The UN seeks to employ persons with the highest standards of efficiency, competence and integrity and further aims to achieve gender and geographical balance and genuine diversity of the staff members who serve the world.“

UN-Charter 1945
Berufsgruppen im Sekretariat

- Verwaltung
- Wirtschaftliche Angelegenheiten
- Finanzen
- Humanitäre Angelegenheiten
- Menschenrechte
- Rechtsangelegenheiten
- Politische Angelegenheiten
- Informationstechnik
- Statistik
- Drogenkontrolle und Verbrechensverhütung
- Presse und Information
Praktika

- Alle Dienstorte
- “Great benefits - No compensation“
- 6-monatige Pause ist Pflicht vor erneuter Anstellung
Nachwuchsprogramme (in Deutschland)

- Praktikantenprogramm - Carlo-Schmid-Programm (CSP) (Studienstiftung und DAAD)

- Praktikantenförderung durch den DAAD

- Mercator Kolleg für Internationale Aufgaben
YPP-Programm
Zulassung
Erster Screeningtest

• **Nationalität:** muss zum Zeitpunkt der Bewerbung über die Nationalität eines Mitgliedsstaates verfügen

• **Alter:** 32 Jahre oder jünger (Geburtsdatum: am oder nach dem 1. Januar 1980)

• **Ausbildung:** erste Hochschulabschluss ist ausreichend für jeden Berufszweig

• **Sprache:** Englisch fließend + Französischkenntnisse

• **Erfahrung:** keine Berufserfahrung erforderlich
SIE BEWERBEN SICH FÜR EINE BESTIMMTE JOB-FAMILIE

• 2013 Job-Familien
• Administration
• Finance
• Legal Affairs
• Public Information
• Statistics
Die Prüfung
Schriftlicher Teil

Format und Aufbau:

• **Allgemeine Prüfung:** Essay und Fragen auf Englisch oder Französisch

• **Fachbezogene Prüfung:** Essay und kurze Fragen zum Fachgebiet in einer der Amtssprachen
Kompetenzbasiertes Interview

- Situation
- Aktion
- Ergebnis
Erfolgreiche Kandidaten

• **Erster Job:** zwei Jahre

• **Zweiter Job:** in einer anderen duty station

• **Zweiwöchiges Orientierungsprogramm** vor Beginn der ersten Beschäftigung
Placement & Reserve Lists

• Successful candidates will be placed in positions at the P-1 or P-2 level in any Secretariat duty station or peace operations.

• 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.
• **Initial assignment:** Two years

• **Second assignment:** In a different duty station (P-1 to P-2, P-2 to P-2)

• **Two-week orientation programme** prior to the beginning of their first assignment

• **Dedicated training budget** to ensure their professional development
Staff Categories

- General Service and related categories
- National Professional Officers (NO)
- Field Service (FS)
- Senior Appointments (SG, DSG, USG and ASG)
- Professional and higher categories (P and D)
Vertragstypen

- (Non-staff and Consultant Contracts)
- Temporary
- Fixed term
- Continuing
## Gehaltsstufen (I)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Title</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>Assistant Officer</td>
<td>56.000$</td>
</tr>
<tr>
<td>P2</td>
<td>Associate Officer</td>
<td>73.000$</td>
</tr>
<tr>
<td>P3</td>
<td>First Officer</td>
<td>92.000$</td>
</tr>
<tr>
<td>P4</td>
<td>Second Officer</td>
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<td>P5</td>
<td>Senior Officer</td>
<td>127.000$</td>
</tr>
<tr>
<td>Grade</td>
<td>Title</td>
<td>Salary</td>
</tr>
<tr>
<td>-------</td>
<td>------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>D1</td>
<td>General Administrator</td>
<td>134.000$</td>
</tr>
<tr>
<td>D2</td>
<td>Director</td>
<td>144.000$</td>
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<tr>
<td></td>
<td>Assistant Secretary-General</td>
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<td>Under Secretary-General</td>
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<tr>
<td></td>
<td>Secretary-General</td>
<td>227.000$</td>
</tr>
</tbody>
</table>
Benefits

- Post adjustment
- Rental subsidy
- Dependency rates
Career Development and Mobility Framework

13 May 2014
What does the framework mean?

Staff will be expected to change position periodically

Staff can:

- apply to vacant positions
- participate in lateral reassignment exercise

If they have not changed position before their maximum time in position they will automatically be included in the lateral reassignment exercise
What are the position occupancy limits?

Minimum and maximum position occupancy limits based on hardship of duty station.

<table>
<thead>
<tr>
<th>Duty Station</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>H/A</td>
<td>2 years</td>
<td>7 years</td>
</tr>
<tr>
<td>B/C</td>
<td>2 years</td>
<td>4 years</td>
</tr>
<tr>
<td>D/E</td>
<td>1 year</td>
<td>3 years</td>
</tr>
</tbody>
</table>

“Change of position” = change in role, function, Department/Office, duty station or move to a UN agency, fund or programme.

One geographic move required for P-5 and above.
Who will the framework apply to?

Internationally recruited staff

- Professional, Director and Field Service
- permanent, fixed-term and continuing appointments
- contract is not limited to a particular entity or mission

Exceptions:

- those on non-rotational posts
- staff within five years of mandatory age of separation are exempt from geographic mobility (unless they request)
- staff with 7 or more geographic moves can choose whether to be geographically mobile
How will mobility be managed?

Mobility is managed via Job Network Boards

Job Network* = grouping of similar functions
1. conference services (referred to as CONFERENCENET)
2. economic and social development (ECONET)
3. communications and information technology (ITECNET)
4. legal (LEGALNET)
5. political, peace and security (POLNET)
6. public information and external relations (INFONET)
7. management and operations (MAGNET)
8. safety and security (SAFETYNET)

*Job Network structure will be reviewed prior to implementation
Reassignment and Selection Decisions

Job Network Boards will make recommendations

**Boards will take into account organizational priorities:**

- moving applicants between family / non-family duty stations
- moving applicants among duty stations
- moving applicants among departments/offices at same duty station
- due consideration to gender, geographical status and representation of troop- and police-contributing countries

Staff express preferences for reassignment

Hiring managers will express views
Reassignment and Selection Decisions

**Special Constraints Panel**

- staff can request exceptions to geographic moves based on medical constraints or other compelling personal circumstances

- staff and manager can jointly request exemption from a change in position based on project needs

**Recommendations to the ASG / OHRM**
When will the framework be implemented?

Phased deployment

- 2016 – one Job Network
- 2017 – one additional Job Network
- 2018 onwards – two Job Networks per year until fully deployed

Transitional measures for serving staff

- serving P4s: recognize lateral moves until 2019
- serving P5s: maintain eligibility for D1 until 2019
JPO-Programm
Was ist das JPO-Programm?

- Eine Einstiegsmöglichkeit für eine Karriere im Bereich der Internationalen Organisationen

- Andere Möglichkeiten:
  - YPP (Young Professionals Programme)
  - (Schwieriger) Direkt-/Quereinstieg
Wer steht hinter dem JPO-Programm?

Die Bundesregierung

BMZ Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung

Auswärtiges Amt
Wer organisiert das JPO-Programm?
Was will das JPO-Programm?

- Einen Beitrag zur multilateralen Entwicklungszusammenarbeit leisten

- Deutschen Nachwuchskräften die Option bieten, internationale Berufserfahrung zu sammeln

  - Dadurch **Wettbewerbschancen** bei Bewerbungen für eine Beschäftigung bei Internationalen Organisationen deutlich erhöhen
Für wen ist das JPO-Programm?

- Deutsche Staatsangehörige
- 1-4 Jahre Berufserfahrung (variabel)
- Keine klare Altersgrenze (Weltbank <32 Jahre)
- Gute Studienleistungen (diverse Studienrichtungen)
- Sehr gutes Englisch, möglichst andere Fremdsprachen (besonders UN-Sprachen)
- Diverse (soft) skills, abhängig von jeweiliger Stelle
SIE BEWERBEN SICH AUF EINE KONKRETE STELLE!
Wie wird man JPO?

- **1. Schritt: Schriftliche Bewerbung**

- **2. Schritt: Auswahltag im BFIO**
  - Schriftliche Übung (Englisch)
  - Präsentation
  - Jury-Gespräch

- **3. Schritt: Interview der Internationalen Organisation**
  - z.B. per Videogespräch (competency based interview)
Egal ob Praktikum, JPO, YPP oder Direkteinstieg…

…hier ein paar kurze UN-Bewerbungstipps
Anschreiben

Klar und prägnant

Was leisten Sie für unseren Erfolg?

Weshalb ist Ihre berufliche Erfahrung für uns wertvoll?
Lebenslauf

- Sprachen

- Kompetenzen, Motivation, Persönlichkeit

- Beschreibung Ihrer Aufgaben

- Kein Bild, keine Zertifikate

- Keine Angaben zur Religion oder zu den Berufen der Eltern
Summary of Qualifications

- Kurze Zusammenfassung der Kernkompetenzen

- Details im Anschreiben und/oder im Lebenslauf

- Mindestens 3 USPs für die Stelle /Position
„I completed an MA in...“ not „I received a degree in...“

„I mobilized funds for...“ not „I applied for funds“

„I planned, implemented, evaluated...“ not „I was responsible for....“
Aktive Beschreibung

* **Description of Duties**
  max 2000 characters

* **Summarize any of your Achievements**
  max 3700 characters

* **Reason for leaving**
  max 1500 characters

Save  Cancel
Sprachqualifikationen

<table>
<thead>
<tr>
<th>OTHER LANGUAGES</th>
<th>READ</th>
<th>WRITE</th>
<th>SPEAK</th>
<th>UNDERSTAND</th>
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<tr>
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<td>Norwegian</td>
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<td>□</td>
<td>□</td>
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</tr>
</tbody>
</table>
Interview

- Telefon- / Videokonferenz
- Relevante Informationen über Sie und Ihren Beruf
- Weshalb möchten Sie für uns arbeiten? Für diese Unit? Für diese Abteilung?
Interview

- Auf die Frage: „Warum sollten wir Sie einstellen?“
Interview

SAGEN SIE NIEMALS:
Interview

„Dieser Job ist der nächste logische Schritt in meiner Karriere.“
Interview

Warum nicht?
Interview

Darum:

Weil das schon 99% ihrer Konkurrenten tun.
Interview

- Technische Probleme (Telefonkonferenz)
- Deutliche Aussprache
- Kurze Sätze
- Stellen Sie Fragen
CORE VALUES and COMPETENCIES
Core Values

- Integrity
- Professionalism
- Respect for Diversity
Core Competencies

- Communication
- Creativity
- Teamwork
- Client Orientation
- Planning and Organizing
- Commitment to continuous learning
- Technological awareness
- Accountability
Managerial Competencies

- Leadership
- Vision
- Empowering others
- Building trust
- Managing performance
- Judgment/Decision making
Identify your profile!

Core Values
- Integrity
- Professionalism
- Respect for Diversity

Core Competencies
- Communication
- Teamwork
- Planning and Organization
- Accountability
- Creativity
- Client Orientation
- Commitment to Continuous Learning
- Technological Awareness

Managerial Competencies
- Leadership
- Vision
- Empowering Others
- Building Trust
- Managing Performance
- Judgement/Decision-making
Competency-based-interviews

- Tell your story! Give examples! Follow the STAR!

- Situation, (Task), Action, Result!
Interview: Integrity

- Tell me about the last time that you were faced with a professional or ethical dilemma at work (in the recent past).
- What was the specific situation?
- How did you feel?
- How did you resolve the dilemma?
Interview: Professionalism

• Give me an example of when you have experienced a setback.
• Describe what happened
• How did you react to the problem?
• To what extent did others see how you were feeling?
Interview: Respect for Diversity

• Describe an occasion when you found it difficult to work with someone from a different background.
• What caused the problems?
• How did you respond?
• What was the outcome?
• What would you do differently next time?
Interview: Teamwork

- Describe an occasion when you had difficulties working with a team.
- What caused the problems?
- How did you respond?
- What was the outcome?
“Just call me PBO of OPPB&F of DAM for short”

"Programme Budget Officer"
Data Analysis and Systems Control Unit,
Programme Planning and Budget Division
Office of Programme Planning, Budget and Finance
Department of Administration and Management

The job title of a UN staff member in the New York telephone directory
Gracias
Merci
شكرًا
谢谢
Thank You
Спасибо

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