



# **INTRO GUIDE TO A CAREER WITH THE UN**

Fall 2012 Tool Book

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– President Ronald Reagan





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# United Nations Mission Statement & Values

## **Mission:**

- To keep peace throughout the world;
- To develop friendly relations among nations;
- To help nations work together to improve the lives of poor people, to conquer hunger, disease and illiteracy, and to encourage respect for each other's rights and freedoms;
- To be a centre for harmonizing the actions of nations to achieve these goals.

## **Values for UN Common System Organizations:**

- Integrity
- Professionalism
- Respect for Diversity

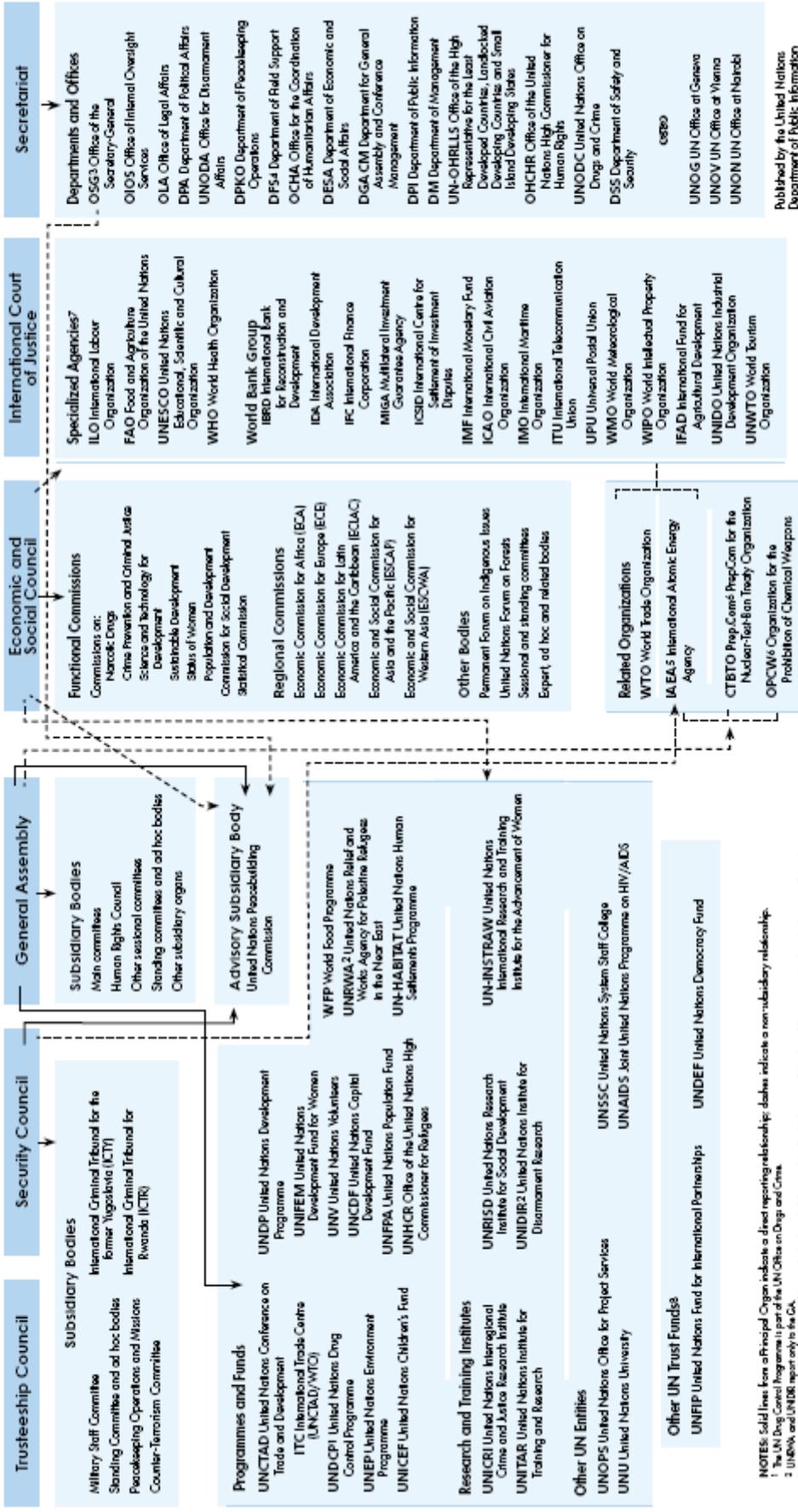
## **About the U.N. Common System**

- A family of organizations that share benefits and post structure
- Differ in ways funded, organizational structure and mandate
- All over the world



# The United Nations System

## Principal Organs



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NOTES: Solid lines from principal organ indicate a direct reporting relationship; dashes indicate a non-substantive relationship.

- The UN Drug Control Programme is part of the UN Office on Drugs and Crime.
- UNEP is an autonomous institution established by the United Nations Conference on Environment and Development (UNCED) in 1972.
- The UN High Commissioner for Human Rights (OHCHR) is an independent institution established by the United Nations General Assembly in 1993.
- In an operational arrangement, the United Nations Office for Field Support reports directly to the Secretary-General for operational support, while the United Nations Office for Field Support reports to the United Nations General Assembly for policy and budgetary matters.
- IAEA reports to the Security Council and the General Assembly (GA).
- The CTBTO Prep.Com and OPCW report to the GA.
- Specialized agencies are autonomous organizations working with the UN and each other through the coordinating machinery of the ECOSOC at the international level, and through the Civil Executive Board for coordination (CEB) at the operational level.
- UNEP is an autonomous institution established by the United Nations Conference on Environment and Development (UNCED) in 1972.
- UNWTO is an autonomous institution established by the United Nations World Tourism Organization (UNWTO) in 1987.

# List of Hiring U.N. Entities

The United Nations:

<http://careers.un.org>

United Nations Development Programme (UNDP):

<http://www.undp.org/jobs/>

United Nations Population Fund (UNPFA):

<http://www.unfpa.org/public/about/employment/index.htm>

United Nations Office for Project Services (UNOPS):

<http://www.unops.org/ENGLISH/WHOWENEED>

United Nations High Commissioner for Refugees (UNHCR)

<http://www.unhcr.org/pages/49c3646c491.html>

United Nations Children's Fund (UNICEF)

<http://www.unicef.org/about/employ/index.html>

United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA)

<http://www.unrwa.org/etemplate.php?id=46>

International Trade Centre (ITC)

<http://www.intracen.org/aboutitc/vacancies.htm>

International Labour Organization (ILO)

<http://www.ilo.org/public/english/bureau/pers/vacancy/index.htm>

International Training Centre – ILO (ITC-ILO)

<http://www.itcilo.org/en/about-the-centre/what-we-do>

Food and Agriculture Organization (FAO)

United Nations Educational, Scientific and Cultural Organization (UNESCO)

[http://portal.unesco.org/en/ev.php-URL\\_ID=11707&URL\\_DO=DO\\_TOPIC  
&URL\\_SECTION=201.html](http://portal.unesco.org/en/ev.php-URL_ID=11707&URL_DO=DO_TOPIC&URL_SECTION=201.html)

World Food Programme (WFP)

<http://www.wfp.org/about/vacancies>

International Civil Aviation Organization (ICAO)

<http://www.icao.int/icao/en/va/>



World Health Organization (WHO)  
<http://www.who.int/employment/en/>

International Telecommunication Union (ITU)  
<http://www.itu.int/employment/>

Universal Postal Union (UPU)  
<http://www.upu.int/en/resources/vacancies/about-vacancies.html>

International Maritime Organization (IMO)  
<http://www.imo.org/About/Careers/vacancies/Pages/Default.aspx>

World Meteorological Organization (WMO)  
[http://www.wmo.int/pages/vacancies/jobslst\\_en.html](http://www.wmo.int/pages/vacancies/jobslst_en.html)

International Fund for Agricultural Development (IFAD)  
<http://www.ifad.org/job/index.htm>

World Intellectual Property Organization (WIPO)  
<http://www.wipo.int/erecruitment/en/>

International Atomic Energy Agency (IAEA)  
<http://www.iaea.org/About/Jobs/>

United Nations Industrial Development Organization (UNIDO)  
<http://www.unido.org/index.php?id=o3611>

International Criminal Court (ICC)  
<http://www.icc-cpi.int/Menus/ICC/Recruitment/>

Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO)  
<http://www.ctbto.org/employment/>

Inter-Parliamentary Union (IPU)  
<http://www.ipu.org/finance-e/hmnres.htm>

International Court of Justice (ICJ)  
<http://www.icj-cij.org/registry/index.php?p1=2&p2=5&p3=1>

International Tribunal for the Law of the Sea (ITLOS)  
[http://www.itlos.org/start2\\_en.html](http://www.itlos.org/start2_en.html)

International Seabed Authority  
<http://www.isa.org.jm/en/job-opportunities>



Organization for Security and Cooperation in Europe (OSCE)  
<http://www.osce.org/employment/>

Organisation for the Prohibition of Chemical Weapons (OPCW)  
<http://www.opcw.org/jobs/>

UNAIDS  
<http://www.unaids.org/en/AboutUNAIDS/Jobs/default.asp>

Pan American Health Organization (PAHO)  
[http://new.paho.org/hq/index.php?option=com\\_content&task=view&id=31&Itemid=160](http://new.paho.org/hq/index.php?option=com_content&task=view&id=31&Itemid=160)

United Nations System Staff College (UNSSC)  
<http://www.unssc.org/home/about-unssc/what-we-do>  
<http://www.unssc.org/home/employment-opportunities>

United Nations Framework Climate Change Convention (UNFCCC)  
[http://unfccc.int/secretariat/history\\_of\\_the\\_secretariat/items/1218.php](http://unfccc.int/secretariat/history_of_the_secretariat/items/1218.php)  
<https://unfccc.int/secretariat/employment/recruitment>

United Nations Office at Vienna (UNOV)  
<http://www.unvienna.org/unov/en/job.html>

United Nations University (UNU)  
<http://unu.edu/employment/index.html#introduction>  
<http://unu.edu/employment/index.html>

World Tourism Organization (UNWTO)  
<http://unwto.org/en/about/employment>

International Centre for Diarrhoeal Disease Research (ICDDR)  
<http://www.icddrb.org/recruitment/>

International Renewable Energy Agency  
<http://www.irena.org/jobs/index.aspx?mnu=job>

# Glossary of Terms

**UN Common System:** The United Nations family of organizations consists of the United Nations, the United Nations programmes and funds, and the United Nations specialized agencies. Related to the United Nations through special agreements, the specialized agencies coordinate their work with the United Nations but are separate, autonomous organizations.

**UN Secretariat:** An international staff working in duty stations around the world, arranging conferences, administering peacekeeping, researching and producing reports on a variety of issues, protecting human rights, etc.

**UNHQ:** UN Secretariat Headquarters in NY, Geneva, Vienna and Nairobi

**UN Funds and Programmes:** Loosely affiliated organization with the UN Secretariat, such as UNDP.

**UNDP:** United Nations Development Program

**UNICEF:** United Nations Children's Fund

**UNFPA:** United Nations Populations Fund

**UNWFP:** United Nations World Food Program

**NCRE:** National Competitive Recruitment Examination (at UN Secretariat)

**LEAD:** UNDP Leadership program for young professionals

**UNOG:** United Nations Office in Geneva (part of UN HQ)

**UNON:** United Nations Office in Nairobi (part of UN HQ)

**UNOV:** United Nations Office in Vienna (part of UN HQ)

**Economic and Regional Commissions:** Located in Bangkok (ESCAP), Santiago de Chile (ECLAC), Geneva (ECE), Addis Ababa (ECA), Beirut (ESCWA). (Part of UN HQ)  
UN Global Headquarters: NY HQ, UNOG, UNON, UNOV, ESCWA, ECLAC, ESCAP, ECE, ECA

**Millennium Development Goals:** End poverty and hunger, universal education, gender equality, child health, maternal health, combat HIV/Aids, environmental sustainability, global partnership

**Competencies:** A list of core requirements needed of staff to perform the mandates of the organization. Unique for each UN system organization. Used in recruitment.

**PHP:** Personal history profile. A Personnel form used for recruitment and HR matters. Electronic and in paper.

**P-11:** Same as PHP, but in hard copy

**Procurement:** Department that deals with buying and contracting service providers and consultants. Everything from planes to trainers.

**P:** Professional or Officer position. Masters level usually required

**GS:** General Service position: Support and administrative staff

**D:** Director at level 1 or 2. Senior managers

**ASG:** Under Secretary General. Usually head of an office, such as ASG of Human Resources

**USG:** Under Secretary General: Usually head of a department, such as Department of Economic and Social Affairs

**SG:** Secretary General: Chief administrator of the UN Secretariat. Diplomat and advocate, civil servant and CEO. Appointed for a five-year term.



# Job Levels & Requirements

## Post Structure:

- Professional & Directors (P & D): Officers, senior managers
- General Service (GS): Assistants
- Consultants and Contractors
- Field Service Staff
- Peacekeeping civilian staff
- Volunteers & Interns

## Levels and experience required:

General Service Positions (GS): High School diploma

GS 3 to 7: Entry level requires no experience at the UN  
Senior GS positions needs several years of UN experience

## Professional Level:

### Entry level:

P-2: Graduate Degree with 0-2 years of experience  
P-3: Graduate Degree with minimum 5 years experience

### Mid-career level: Team Leaders/ Section Chiefs:

P-4: Graduate Degree (sometimes PhD) with minimum 7 years experience.  
Prefer UN experience  
P-5: Graduate Degree (sometimes PhD) with Minimum 10 years experience.  
Prefer UN experience

### Senior professional Staff/ Upper Managers:

D-1: Graduate Degree (sometimes PhD) with Minimum 15 years experience (appointments tend to be political) Prefer UN experience  
D-2: Graduate Degree (sometimes PhD) with Minimum 15 years experience (appointments tend to be political). Prefer UN experience

### Leadership:

ASG: Graduate Degree (sometimes PhD) with more than 15 years experience, appointments are often political  
USG : Same as above, but appointments are often political



# The UN Secretariat

## Young Professionals Program

(formerly National Competitive Recruitment Exam)

### 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).
- Be a national of participating country. The list of participating countries is published annually and varies from year to year.

### The written examination consists of two papers:

- The General Paper, which is the same for all job families, tests your knowledge of international affairs and drafting abilities; this part can be drafted in either English or French and is eliminatory.
  - The Specialized Paper, which tests your substantive knowledge corresponding to the job family you are taking the exam in and your analytical thinking; it can be taken in any of the six UN official languages.
  - The written examination lasts a total of four and a half hours. Examinees are required to manage their own time for the different parts of the examination. Examinees' responses are marked anonymously by a panel of markers for the General Paper and by the Specialized Board Members for the Specialized Paper.
- **Application process**

The application period for the 2012 exam was from 12 July until 12 September 2012. During this time you should create your profile in the online application tool Inspira, as per the guidelines on <https://careers.un.org/lbw/home.aspx?viewtype=NCEA>

Your application is first screened to determine if you are eligible for the examination in the job family you applied for. If your country has a total of over 40 applicants found eligible in a given job family, and you are one of them, your application is evaluated in terms of education, experience, languages, and other skills. If it is determined that your application is within the 40 best from your country, you will be contacted to take part in the written portion of the examination.



If it is determined that you are not eligible or only meet some or none of the requirements, you will be informed that your application was unsuccessful. In this case, you should not be discouraged but continue building your education/experience to apply for future examinations. Make sure to check our Careers Portal for future YPP announcements.

- **Oral examination**

The oral examination is conducted so that we can learn more about your combination of skills, attributes and behaviours that are directly related to your successful performance on the job. The interview will be conducted by the Specialized Board members in either English or French, the two working languages of the Secretariat.

- **Results notification**

Based on the results of the interview, the Central Examinations Board will endorse the most qualified candidates for placement on the roster. The Central Examinations Board is composed of professional staff members who ensure that the applicable procedures are followed and that the whole process is conducted in a fair, transparent and objective manner.

After the endorsement by the Central Examinations Board has been approved by the Office of Human Resources Management, all candidates will be informed by email of their results in the overall examination.

The number of candidates that pass is closely linked to the positions that are projected to become available. Each year, the candidates that meet the projected vacancies plus a 10 % reserve list, which is valid for two years, are passed. Consequently, while the probability of getting a job is quite high, passing is not however a guarantee of getting a job. Job offers to successful candidates are made on an ongoing basis, but placement takes place on a quarterly basis, subject to the requirements of the Organization.



## General Paper

Summarize the following report in your own words. The report should be reduced to approximately one third of its original length; the summary should have between 200 and 300 words. Failure to meet these guidelines will result in point loss.

TEXT

Ecology and economics should push in the same direction. After all, the “eco” part of each word derives from the Greek word for “home”, and the protagonists of both claim to have humanity's welfare as their goal. Yet environmentalists and economists are often at loggerheads. For economists, the world seems to be getting better. For many environmentalists, it seems to be getting worse. These environmentalists have developed a sort of “litany” of three big environmental fears: natural resources are running out; the population is ever growing, leaving less and less to eat and the planet's air and water are becoming ever more polluted. Human activity is thus defiling the earth, and humanity may end up killing itself in the process. The trouble is, the evidence does not back up this litany. The early environmental movement worried that the mineral resources on which modern industry depends would run out. Clearly, there must be some limit to the amount of fossil fuels and metal ores that can be extracted from the earth: the planet, after all, has a finite mass. But that limit is far greater than many environmentalists would have people believe. Reserves of natural resources have to be located, a process that costs money. That, not natural scarcity, is the main limit on their availability. However, known reserves of all fossil fuels, and of most commercially important metals, are now larger than were believed to be. In the case of oil, for example, reserves that could be extracted at reasonably competitive prices would keep the world economy running for about 150 years at present consumption rates. Add to that the fact that the price of solar energy has fallen by half in every decade for the past 30 years, and appears likely to continue to do so into the future, and energy shortages do not look like a serious threat either to the economy or to the environment. The population explosion is also turning out to be a bugaboo. As far back as the end of the 18th Century Thomas Malthus claimed that, if unchecked, human population would expand exponentially, while food production could increase only linearly, by bringing new land into cultivation. He was wrong. Population growth has turned out to have an internal check: as people grow richer and healthier, they have smaller families. Indeed, the growth rate of the human population reached its peak, of more than 2% a year, in the early 1960s. The rate of increase has been declining ever since. It is now 1.26%, and is expected to fall to 0.46% in 2050. The United Nations estimates that most of the world's population growth will be over by 2100, with the population stabilising at just below 11 billion. Granted, the threat of pollution is real, but exaggerated. Many analyses show that air pollution diminishes when a society becomes rich enough to be able to afford to be concerned about the environment. For London, the city for which the best data are available, air pollution peaked around 1890. Today, the air is cleaner than it has been since 1585. There is good reason to believe that this general picture holds true for all developed countries. And, although air pollution is increasing in many developing countries, they are merely replicating the development of the industrialized countries. When they grow sufficiently rich they, too, will start to reduce their air pollution. All this contradicts the litany. Yet opinion polls suggest that many people, in the rich world, at least, nurture the belief that



environmental standards are declining. Scientific funding goes mainly to areas with many problems. That may be wise policy, but it will also create an impression that many more potential problems exist than is the case. The attitude of the media is also a factor in the distortion. People are clearly more curious about bad news than good. Newspapers and broadcasters are there to provide what the public wants. That, however, can lead to significant distortions of perception. To replace the litany with facts is crucial if people want to make the best possible decisions for the future.



# Administration

## Specialized Paper Sample

### Essays

- A. The primary responsibility of the purchasing function in a large organisation is to obtain the highest quality products, meeting specifications, at the lowest possible price. Given these basic terms of reference, a procurement officer must carefully review each requisition and make a determination as to whether or not a potential exists for savings or cost reductions and to take appropriate steps to achieve this objective. Describe five ways of achieving savings in the procurement process. Briefly explain a serious problem which can be encountered in each of the five ways you selected.
- B. You are the personnel officer in the local office of an international organization located in a large city. The turnover of locally recruited general service personnel is abnormally high. In fact, it is higher than for all other employers: private - state owned or transnationals. Consequences of turnover were strongly criticized in an external audit report on the efficiency of the organization's local office. This report stated "The level of turnover is significant because it is expensive and leads to lost productivity. It is costly because every time an employee leaves, the organization must incur recruitment and training costs. It is costly because there is a period of time which it takes for all new employees to reach their peak effectiveness. During this time, the employee makes mistakes. A strong effort must be made to avoid this waste of resources".

You know why the turnover is occurring: the pay of employees has been low for years. In the meantime new industry has come to the region. Since the population hasn't increased that much, the salary structure of private industry has risen to attract people. This was mentioned in previous internal personnel reports, but the increase of the international organization's salaries has lagged. The organization too often gets those employees who cannot obtain employment elsewhere. They join the organization and remain for a period of time. Once they are trained, they leave for better jobs. A small number of problem staff have had to be terminated at considerable cost to the organization.

What the organization does have is a very generous package of benefits. In fact, it is more generous than that of the other employers in the area. While employees have left for a raise in pay, the result of a survey taken by the organization indicates that the former employees now employed outside the organization have fewer fringe benefits, including less medical insurance coverage, lower pension benefits, less sick leave, fewer paid holidays and also a smaller allowance for childrens' education benefits. The organization has, however, been unsuccessful in communicating this situation to its staff now on board.

Your office and you have already tried to encourage supervisors to discuss this situation with their staff but in most cases, supervisors have failed to do so. Their excuse is that the benefits are complicated and difficult to explain particularly to new staff, many of whom



do not show interest in benefits.

You are requested by your supervisor, the chief of personnel, to prepare a detailed programme of action to improve on the current turnover situation. Explain your detailed plan of action including the target groups which you would address, what procedures you would recommend to be followed and how you would go about implementing such a plan.

### Questions

1. Briefly explain three different recruitment interview techniques.
2. Identify three situations in which a binding purchase contract can be terminated without penalty or damage to any of the parties to it?
3. In a situation of a mandatory reassignment from one duty station to another, outline the components of a fair compensation package.
4. What is budgetary control? What is the difference between budgetary control and management control?
5. Before entering into a major contract what steps can a procurement officer take to establish the contractor's reliability and capacity to execute the contract.
6. Briefly explain the main components of a career development programme in a public sector organization.
7. Cite five factors which you would consider in deciding whether to buy or lease equipment.
8. Identify and briefly discuss three approaches in overcoming resistance to change in administrative organizations.
9. Give three advantages of an effective communication system between managers and employees.
10. Identify and briefly discuss three major advantages of introducing electronic data processing equipment to assist in management functions.

### List of topics

Suggested reading list: basic textbooks and periodicals in the field of administration.

- Administration
- Budget
- Human resources development
- Management
- Medium-term plan
- Personnel questions
- Principles of administration and management
- Procurement
- Programme planning, budgeting, monitoring and evaluation
- Recruitment and training



# Economics

## Specialized Paper Sample

### Essays

- A. The debt-servicing problem of developing countries has been a matter of continuing concern since the early 1980s. What are factors that contributed to the problem? What were the domestic effects of rising external debts? What measures have been undertaken to alleviate this problem? What kinds of policies would you recommend for alleviating the balance of payments difficulties of affected countries?
- B. There have been serious disagreements in the literature on economic development as to the strategies that developing countries should follow to foster the development process. Two unsettled issues refer to: (1) the advantages of stressing agriculture or of fostering industrialization; (2) policies that take as given the current income distribution and depend on a trickle-down of the fruits of economic growth to the poorer segments of the population, as against a strategy heavily oriented towards meeting basic needs. Discuss in detail these two controversies and how the current world economic situation affects them.
- C. What are the main determinants of the international division of labour? In which types of economic activity has this division of labour progressed the most and what are its global advantages? Give examples based on the experiences of one or more countries.

### Questions

1. The industrial development of developing countries is hampered by their lack of technologies. Give two major reasons with brief explanations as to why the developing countries lack access to appropriate technology.
2. Briefly explain why capital formation is considered to be an essential ingredient of economic expansion and diversification.
3. Suppose you are given a set of differential rates of inflation for a group of market-type economies. What effects might such differences have on exchange rates in the short and long run under flexible and fixed exchange rate systems?
4. Specify under which conditions a country can show a current account surplus at the same time as a trade balance deficit. Specify also the conditions under which the current and trade accounts are in deficit while the overall balance of payments is in surplus. Briefly discuss.
5. If the income elasticity of imports in a developing country is 1.75 and GNP is growing at 7 percent per annum, at what rate would you expect real imports to grow on average? Give two reasons why the growth of imports tend to out-strip the growth of GNP and exports in developing countries. Discuss three possible policies designed to curb the rate of growth of imports.
6. Discuss the economic rationale and the goodness of statistical fit of the statistically estimated relationship set out below. Would the estimated relationship suggest policy recommendations?



$C_t$ :	$100,27 + 0,73 Y_t - 1,25 r_{t-1-2}$
	$R = 0,922$ $DW = 1,73$ $n = 37$
	(1,06) (4,17) (-0,35)
$C_t$ :	private consumption in real terms;
$Y_t$ :	personal disposable income deflated by the consumer price index;
$R_t$	Nominal interest rate minus the rate of increase in consumer prices;
R	coefficient of determination adjusted for degrees of freedom;
DW	Durbin-Watson statistic;
t	time;
n	number of observations;

Figures in parentheses are the values of the distribution of T.

7. An investment project is expected to yield, in constant dollars, returns of \$100, \$100 and \$1,100 at the end of 1, 2 and 3 years respectively and nothing thereafter. If the investment costs \$1,000 now, would it be profitable at an expected real interest rate of 8 percent per annum? 12 percent?
8. Given a fiscal deficit, describe two ways in which such a deficit could be financed and explain whether each way would have different impacts on the economy.
9. It is said that, under fixed exchange rates, countries lose control over monetary policy, while under flexible exchange rates they have full control over this policy instrument. Explain briefly your agreement or disagreement with this statement.
10. Many countries in the world are seeking to privatize their public sector enterprises. What difficulties do you see for a developing country in such privatization?

### List of topics

Suggested reading includes basic textbooks and periodicals in the field of economics covering the following topics:

- Fundamental economics concepts
- National income and price indices
- Consumption, saving and investment



- Fiscal policies and taxation
- Inflation and unemployment
- Money supply and demand
- Supply and demand concepts
- Competition and monopoly
- International trade - comparative advantage
- Transnational corporations
- Tariffs quotas and free trade
- International finance
- Growth and development
- Income distribution
- Resources and environmental economics

Candidates should be able to deal with economics questions related to developing countries, economies in transition and western economies.



# Human Rights

## Specialized Paper Sample

### Essays

The Human Rights Council has mandated the High Commissioner for Human Rights to undertake a study on the effects of globalisation on the enjoyment of human rights. As an officer in the responsible branch, you have been assigned to carry out the necessary research and draft the study. You are aware that the resolution mandating the study was a contentious one, with every word hotly debated along regional lines. One delegate called globalisation the most important modern force for human rights, in its potential for creation of economic opportunities. Another identified it as the greatest threat to human rights since colonialism, in its potential for marginalizing and excluding so many. You also know that human rights groups around the world have been increasingly vocal in their calls for integrating human rights in the processes of globalisation. For her part, the High Commissioner has called for the articulation of a “rights-based approach to the processes of globalisation, in which international norms and standards serve as the rules of the game.” In a search of existing UN documents, you find plenty of political debate, but virtually nothing to define the issues associated with globalisation in human rights terms.

1. What would be the principal sources to which you would turn to establish the legal/normative framework for the study? Please list these in order of importance.
2. What key principles of international human rights law would you invoke in your study?
3. Propose an outline for the study, listing the various chapters to be included.
4. Propose a one-paragraph summary of the basic thesis or line of argument of the study.

### Questions

1. Describe the role and mandate of the United Nations High Commissioner for Human Rights.
2. Explain the legal differences between a declaration, a covenant, and a convention adopted by the United Nations organs.
3. List the seven principal (UN) international human rights treaties currently in force.
4. What do you know about current endeavours to reform the principal UN human rights mechanisms? What do you see as the challenges and the political pitfalls of reform?
5. Recent years have brought important developments in strengthening the judicial enforcement of international human rights and humanitarian law. Name three (3) such developments since the 1990s.
6. One aspect of the Secretary-General’s Reform programme of 1997 called for integrating the human rights programme into a broad range of the organisation’s activities, including in the peacekeeping, development and humanitarian areas. Discuss the objectives of this process and provide three examples of how it is being accomplished.
7. Describe the “Global Compact” and discuss its importance for human rights.



The examination deals with international human rights law and the United Nations mechanisms aimed at their promotion and protection. As the questions are based upon both substantive and procedural human rights law and mechanisms, familiarity with the Charter of the United Nations, international human rights law, relevant UN procedures and mechanisms are essential.

### **List of topics**

- Children's Rights
- Civil and Political Rights
- Discrimination
- Economic, Social and Cultural Rights
- Human Rights Bodies
- Human Rights Council
- Human Rights in Development
- Indigenous People
- International Human Rights Instruments
- Migrant Workers
- Minorities
- Racism and Racial Discrimination
- Right to Development
- Right to Education
- Slavery
- Special procedures mechanisms (Human Rights Council)
- Technical Cooperation
- War Crimes
- Women's Rights/gender mainstreaming

### **Reference Materials**

*A Handbook of International Human Rights Terminology. By H. Victor Condé, University of Nebraska Press.*

*Human Rights: A Compilation of International Instruments. UN/DPI. / Droits de l'homme : recueil des instruments internationaux. ONU/DPI.*

*Integrating Human Rights with Sustainable Human Development. UN, 1998. / Intégrer les droits de l'homme au développement durable. 1998.*

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*World Conference on Human Rights: The Vienna Declaration and Programme of Action. DPI, New York, 1995*



## Legal Affairs

### Specialized Paper Sample

#### QUESTION 1

FITZAL is a multinational company of the industrialized State of Kisumu which has, since 1965, owned and operated a chemical plant for manufacturing pesticides in the developing State of Homa.

On 15 February 1975, Homa experienced another mild earthquake which, as in four similar cases occurring between 1945 and 1975, affected more seriously the area along River Kuja. The chemical plant was built in 1964 along this river which passes through the territory of Homa and two lower riparian States of Rongo and Ahero. Because of the February earthquake, the chemical plant suffered a serious damage which resulted in the sudden and excessive release of pesticides and other chemicals into River Kuja. The nature of the pollution damage caused was such that Homa alone could not cope. Three days later the pollution from the FITZAL plant was threatening to cause similar damage in the two lower riparian States which had no knowledge of the accident in Homa. Their efforts to control and abate the pollution damage threatening them downstream were too late. The information they finally received from the local press reporting on the events in the FITZAL plant did not contain enough necessary details concerning the nature of the chemicals involved. Their efforts to get accurate information from the government of Homa were frustrated because they kept on receiving conflicting views from various government departments in Homa. One of the facts which they were able to gather was that the chemical plant was indeed built on an earthquake fault line along the river, which made it susceptible to the kind of damage it finally suffered in 1975.

Prompted by these events, Homa has now called a meeting in its capital city of Rupedhi with the two lower riparian States to negotiate a treaty for cooperation in the management and utilization of the Kuja river on which they all rely for fresh water and fish.

You have been hired as a consultant to help these States to negotiate and conclude such a treaty.

1. Outline some of the basic provisions which such a treaty should include in order to address certain specific problems brought out in the above event.
2. Outline briefly, the basic arguments which Rongo and Ahero may rely upon if they decide to bring a case against Homa in an international tribunal to which they have all conferred jurisdiction for such cases.

#### QUESTION 2

Franconia and Blanconia are two neighbouring African States, members of the Organization of African Unity (OAU) and of the United Nations. Franconia was under the colonial rule of Elbia



until it became independent on 25 May 1960. Blanconia was under the colonial rule of Rosia until its independence on 12 July 1961.

On 30 September 1968, Franconia and Blanconia concluded a Treaty of Friendship and Cooperation, in which they agreed, inter alia, to settle all their disputes peacefully, particularly those relating to the interpretation and application of treaties. They also reiterated their acceptance of the OAU resolution of 1964 concerning respect of the inherited colonial boundaries under the principle of *uti possidetis*.

Elbia and Rosia had concluded a treaty on 28 August 1923, determining the boundary between their respective colonial territories of Franconia and Blanconia. A section of the border, situated near an administrative centre of Elbia and known as the Flania Triangle remained unsettled. For administrative convenience, it was agreed between the two colonial powers that the Flania Triangle be temporarily administered by Elbia until a definitive boundary could be reached. This agreement was inspired by the fact that the Triangle was an important grazing ground for one of the nomadic tribes of Franconia. However no further agreements were reached on this section of the boundary.

Upon independence, Franconia issued a notification of succession to all treaties concluded by Elbia, including the Treaty of 1923. Blanconia, on the other hand, declared a "tabula rasa" with respect to treaties concluded by Rosia.

The Temple of the goddess Blan, considered by the Blanconians to be the mother of their nation, is located in a special section of Flania. Every year since the colonial era, a number of Blanconians attended the pilgrimage to the Temple. In 1989 and given the increasing number of pilgrims to Flania, Franconia which continued to administer the area after Elbia, changed the rules and imposed restrictions on the number of pilgrims that would be admitted there. This provoked a public outburst in Blanconia. The people of Blanconia called on their government to take action since, in their view, Flania's Temple was part of their historical heritage. A strong protest was sent to Franconia by Blanconia against these restrictions. Franconia ignored the protest. In the meantime, in order to boost its decreasing popularity, the government of Blanconia decided to invade Flania on 25 August 1989 and took control over it from Franconian administrators. In response, Franconia dispatched its armed forces to the disputed area and immediately referred the matter to the Security Council of the United Nations. The Security Council was convened on 26 August 1989.

1. Prepare a concise statement containing the arguments which the Permanent Representative of Franconia is likely to make in the Security Council concerning the case.
2. Prepare a concise statement containing the arguments which the Permanent Representative of Blanconia is likely to make before the Security Council in response.
3. In your view, what should the Security Council do on this question? Explain.

### QUESTION 3

Petrolminus is a landlocked State neighbouring two coastal States: the Republic of Fishfull and the Kingdom of Mineralia. The three States have ratified the 1982 United Nations Convention on the Law of the Sea. (for the purposes of this question, assume that the Convention has already entered into force.)

On 15 May 1989, seventeen nationals of Petrolminus were arrested by the authorities of Fishfull while fishing in the exclusive economic zone (EEZ) of the coastal State, without permission. Their vessel was confiscated and its contents (tilapia fish which they have traditionally relied on for food) expropriated. The arresting authorities also claimed that the vessel used by the Petrolminus nationals in their illegal fishing polluted the area through excessive discharge of oil caused by a defect in the vessel. While the Petrolminus nationals in question were released and returned home, their vessel was detained by Fishfull authorities.

The Government of Petrolminus, having been informed of the incident, contacted the Government of Fishfull and suggested a meeting between them to deal with such problems which began to be of a recurring nature. In the Note to Fishfull, the Government of Petrolminus lamented the reluctance of both Fishfull and Mineralia to conclude with its appropriate bilateral agreements, in accordance with article 69 of the Law of the Sea Convention, to enable the nationals of the landlocked State to participate in the appropriate surplus of the living resources of the EEZ of the two neighbouring coastal States.

Petrolminus asserted, in particular, that, while the capacity of Fishfull to harvest tilapia fish in its EEZ was only 20%, the total allowable catch for that particular fish requires a harvesting capacity of over 67% as established by the scientific evidence provided by the Food and Agriculture Organization (FAO). This is to avoid under-utilization of that particular resource. Accordingly, the refusal of Fishfull to declare surplus with respect to tilapia fish and to allow Petrolminus to have access to such surplus was unreasonable and amounted to a violation of articles 61, 62 and 69 of the Law of the Sea Convention (Part V). Petrolminus demanded the immediate release of the vessel. The Government of Fishfull denied the assertions of Petrolminus regarding the surplus of the living resource and continued to detain the vessel.

Having failed to reach a settlement of these issues through direct negotiations between them, Petrolminus notified Fishfull of its intention to invoke the third-party procedures of Part XV of the Law of the Sea Convention against Fishfull. Both parties have made currently valid declarations under article 287 of the Convention, conferring jurisdiction to two different procedures under the article. Petrolminus conferred jurisdiction upon the International Court of Justice, while Fishfull conferred jurisdiction upon the International Tribunal for the Law of the Sea.

1. Outline how the disputes between Petrolminus (the Applicant) and Fishfull (the Defendant) should be handled under Part XV (full text made available to candidates for the examination) of the Convention, having regard to the substantive provisions of Part V (full text made available to candidates for the examination) of the Convention.

2. Which party, in your view, should prevail and on what issues?

#### QUESTION 4

The Central Bank of the State of Bangbang concluded a contract with DETAILS International, a cement manufacturing company in the Republic of Tintin, for the supply of 510,000 bags of cement. The cement was needed by Bangbang for building a new army headquarters and for distribution to Government trading agencies to sell to the public.

Upon the conclusion of the contract at the offices of DETAILS on 15 December 1989, the Central Bank's negotiators made a down-payment of 10% of the total cost of the transaction in United States dollars as stipulated under the contract. The rest was to be paid thirty days following delivery of the cement, which was scheduled to take place during the month of June 1990. The parties agreed that the contract was to be interpreted and applied in accordance with the laws of Tintin and further stipulated therein that any disputes arising therefrom should be settled by a competent court in Tintin.

Delivery of the cement was made by DETAILS on 15 June 1990 as scheduled. But the Central Bank refused to pay the rest of the contract price, claiming that about 5% of the cement was damaged. DETAILS refuted this claim and asserted that the entire shipment was in good order. Six months later the Central Bank had not made any payments to DETAILS, claiming that the defective bags be replaced first.

Tintin had recently passed a Sovereign Immunity Act (in force prior to the date of the said contract), according to which sovereign immunity defence could only be granted if the transaction in question is undertaken as *acta jure imperii* (public act) and must be denied if the transaction, judged by its nature as opposed to its purpose, is a commercial one (*acta jure gestionis*). That law also stipulated that all cases arising from the application of the act are to be settled by the High Court of Tintin unless the parties otherwise agreed in a contract.

On 10 January 1991, DETAILS brought a case of breach of contract against the Central Bank of Bangbang, in the High Court of Tintin. The Central Bank refused to appear before the Tintin Court, claiming sovereign immunity. The Court proceeded to hear the case *ex parte*. DETAILS requested the Court to order the Central Bank to pay at least 95% of the remaining purchase price of the cement already delivered. For the enforcement of the judgement, DETAILS further prayed the Court to permit the seizure of the special bank account which the Embassy of Bangbang had maintained in Tintin for the payment of Embassy staff and for the rents of the Embassy premises.

1. As the lawyer representing DETAILS in the case, what arguments will you present to support your case, given the attitude of the Bangbang Bank?



2. What should be the decision of the Court in this case? Why?

### **List of topics**

#### **Contents of the examination and suggested topics**

The examination deals with areas such as the use of force, sources of international law, refugee questions, nature of United Nations instruments (e.g. General Assembly Resolutions), questions related to treaties, disputes settlements, human rights and law of the sea. As the questions are based upon both substantive and procedural law, familiarity with the Charter of the United Nations, law of treaties, and the relevant decisions of the International Court of Justice are essential.

#### **Note on examination format**

The questions will call for legal analysis and demonstration of knowledge of international law. Participants will not be permitted to use any materials others than those provided by the examiners.

#### **Answers and evaluation**

Except where otherwise indicated, all questions must be answered according to the generally accepted principles of international law. The answers to the questions should show a recognition of material and relevant issues presented by the facts; the candidates should discuss the principles of law applicable to the facts, and set forth the different steps of reasoning by which the conclusion has been reached. In grading the examination, appropriate credit will be given, for well reasoned analyses of the legal issues.



# Internship Programs

Most UN Organizations have their own internship program, so you need to research each organization to find out how to apply and when. Most of them do require that you are enrolled in a graduate program (Masters or PhD level) at the time of the internship.

## The objective of programme at UNHQ in NY:

- To provide a framework by which graduate and post-graduate students from diverse academic backgrounds may be assigned to United Nations Offices where their educational experience can be enhanced through practical work assignments.
- To expose them to the work of the United Nations.
- To provide UN offices with the assistance of highly qualified students specialized in various professional fields.

**NOTE: The deadline to apply for internships is ongoing as internships become available.**

The internship can be extended up to 6 months. The programme is full-time, i.e. interns are expected to work five days per week (9:00 a.m. - 5:00 p.m.) under the supervision of a staff member in the department or office to which they are assigned.

## Requirements:

1. Applicants must be enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship; or
2. Applicants pursuing their studies in countries where higher education is not divided into undergraduate and graduate stages must have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.

**To apply:** <http://www.un.org/Depts/OHRM/sds/internsh/htm/application.htm>

Go to: <http://careers.un.org>

Search: Job Openings:

Go to: "Category" choose "Internship"

Under "Level", "Job Network" and "Job Family" select "All"

Click on "Search" button - you will be redirected to available Internship Openings.

**Note 1.** Internships at other UN HQ duty stations are managed locally. Same requirements apply. Go to the local website listed under ONLINE RESOURCES.

**Note 2.** For internships with UNICEF, UNDP and other Funds and Programmes, consult their websites listed under ONLINE RESOURCES

### Eligibility Check List from the website of UNHQ Internship Programme

Eligibility Self Check Table:	Yes	No
1. You are currently enrolled in a Master or PhD (or similar programme) and will be during the entire internship, or You are pursuing studies in a country where higher education is not divided into undergraduate and graduate stages, and you are currently enrolled in your fifth year (or higher) at a university or equivalent institution towards the completion of a degree.	—	—
2. You are able to obtain the necessary visa and to arrange your travel to the United Nations Headquarters in New York.	—	—
3. You are able to cover the costs of travel, accommodation, as well as living expenses of the internship (approx. US\$5,000).	—	—
4. If selected, you will be able to prove valid medical insurance coverage for your stay in the USA, provide a medical certificate stating that you are in good health and prove your enrollment in graduate studies.	—	—
5. You are able to communicate fluently in English and/or French.	—	—

# UNDP Internship Program

## Qualifications:

- Interns are selected on a competitive basis. The following minimum qualifications are required: Enrollment in a graduate-level degree programme in a development related field such as economics, public or business administration, or environmental studies. Only those students who will return to their studies upon completion of their internship assignments are eligible.
- Demonstrated interest in the field of development
- Language skills: written and spoken proficiency in at least one, and preferably two of the three working languages used by UNDP: English, French and Spanish. Fluency in Arabic, Portuguese, Russian or Eastern European language is an asset.
- An interest in global mobility; adaptability to varied physical and other environments; a desire to work with and gain the confidence and respect of people with different language, national and cultural backgrounds.
- Respect for the principles of the United Nations Charter and the UNDP Statement of Purpose.
- The internship is unpaid
- Ongoing throughout the year
- Part-time and full time opportunities is available
- You can work either in Headquarters in NY or the field

## How to Apply

Selection for the internships is fully decentralized within UNDP. All internships are advertised on UNDP's jobs site at <http://jobs.undp.org/>.



# Associate Expert Program and Junior Professional Officer Program

The Associate Experts are recruited under bilateral agreements between the UN and Donor countries for development projects or regional projects within the UN's wide fields of competence. For a complete list of departments who hire associate experts, go to the website above.

Associate Experts are generally nationals of Donor countries, however some Donors agree to finance nationals of developing countries. Candidates are young professionals usually with an advanced university degree and limited professional experience.

## **Who is eligible to apply to this programme?**

The Associate Expert programme is open to applicants from donor countries that sponsor the programme. Current donors are: [Australia](#), [Austria](#), [Belgium](#), [Denmark](#), [Finland](#), [France](#), [Germany](#), [Italy](#), [Japan](#), [Luxembourg](#), [Netherlands](#), [Norway](#), [Poland](#), [Republic of Korea](#), [South Africa](#), [Spain](#), [Sweden](#), [Switzerland](#)

## **Are you a National of a participating donor government?**

Only a limited number of donor countries are currently participating in the programme and their nationals are eligible to apply to the Associate Expert Programme. If you are a national of one of the participating donor governments listed you may express your interest directly to the respective Ministry of Foreign Affairs

## **Is there an age limit for joining the programme?**

Normally, donor countries require applicants to be under the age of 32 when applying to an Associate Expert vacancy; however the age limit varies depending on the donor countries, so please check their websites on the above right panel.

## **Are you a National of a developing country?**

Currently three donor governments, Italy, Spain and The Netherlands are sponsoring developing country candidates. Further information will be posted once available.

## **When is the deadline to apply?**

Deadlines vary from vacancy to vacancy.

## **There are no Associate Expert vacancies being advertised on the donors websites? Are these the right websites?**

Yes, they are. Please check the websites frequently for any openings in the future.

## **How long is an assignment as an Associate Expert?**

Appointment is for a period of one year, with a possibility of an extension, depending on the performance and available funding from donor countries.

### **What qualifications are required?**

- Normally, applicants are under 32 years of age, however age limits vary depending on the donor country. Please check their individual requirements on their websites on the top right.
- Must have at least a Master's degree (or equivalent combination of a degree and work experience)
- In most cases have one to two years of relevant professional experience, however this varies between donor countries.
- English and French are the working languages of the United Nations Secretariat. Depending on the duty station, excellent oral and written English or French is essential. Proficiency in another United Nations language may be required depending on the job description.
- Proficient computer skills.

### **To whom and where should I send my application to?**

You can access Associate Expert vacancies announcements and the application procedure on the sponsoring Governments' Minister of Foreign Affairs websites listed. Please refer to the specific instructions of individual donors websites for more information. **You do not directly apply to the UN, so please send your application to the sponsoring donor governments.**

### **Who evaluates and interviews candidates?**

The preliminary assessment of candidacies is carried out, in most cases, by the respective donor governments who take into account language skills, academic background and professional experience. A short-list is then submitted by the donor government to the United Nations for further processing.

### **Where and when will the final interview take place?**

Only short-listed candidates will be interviewed directly by the representatives of the various United Nations departments. The interviews can be telephonic, video or in-person, and can be done solely by the receiving office or in collaboration between the donor and the department. Once this process is finalized, the short-listed candidates will be informed of the final results.

## **Junior Professional Officers Programme (JPO)**

JPO is similar to the Associate Expert Program, but it is managed by the JPO Service Centre for the following UN agencies: UNDP and its funds and agencies, UNAIDS, UNFPA, UNIDO, UNOPS, UNU, UPU, WHO, MRC.

The Junior Professional Officer (JPO) Programme is open to graduates with some professional experience from a select group of donor countries.

The Junior Professional Officer (JPO) Programme provides young professionals pursuing a career in development with hands-on experience in multi-lateral technical co-operation.

For more information of the participating countries and how to apply, go to:  
<http://www.jposc.org/content/programme/presentation-en.html>

## Qualifications

Candidates for the JPO Programme are selected on a highly competitive basis. The qualifications below are required for consideration:

- Usually be under 32 years of age;
- Academic qualifications: Master's degree (or equivalent) in a development-related discipline;
- Minimum of one to two years of working experience in a developing country is highly desirable;
- Language skills: written and spoken proficiency in at least two of the three working languages used by UNDP: English, French and Spanish. Fluency in Arabic, Russian or Portuguese is an asset;
- Excellent information technology skills, including word-processing, database applications, presentation software and Internet;
- Evidence of ability to think strategically; to express ideas clearly; to work independently and in teams; to demonstrate a sense of self-assuredness combined with cultural and gender sensitivity;
- A strong commitment to development; an interest in adapting to varied physical and professional environments; and a desire to work with people with different language, national and cultural backgrounds;
- Respect for the principles of the United Nations Charter and the participating UN organizations Mission Statements.

# Application & Resume Tips

## Personal History Profile (PHP or P-11) or other online recruitment forms

- Recruitment and personnel form used in recruitment for most UNCS Organizations
- Often includes personal data and employment history

## Advice for writing strong applications:

1. Create your initial application or PHP/P-11 in Word format, so you can edit it easily.
2. When completed, cut and paste into the online form.

3. Analyze the vacancy/job announcement for: responsibilities, skills and competencies and experiences
4. Modify your application for each specific job you apply for.
5. **Clearly** show that you have the specific requirements and competencies.
6. Focus on your achievements in each job held. Show how they relate to the job requirements.
7. Be results and achievement oriented
8. Your achievements should not be a repetition of your responsibilities (for forms where they ask you to describe your responsibilities and achievements separately)
9. Quantify if possible and show results
10. Use active language -avoid indirect or passive language
11. Proofread before saving and submitting

### **Describing your experience and achievements:**

1. Start with the most important or most relevant responsibility under each job held
2. Elaborate on recent positions
3. Make descriptions relevant to job descriptions!!!
4. Use similar language as in the vacancy announcement!!
5. Quantify when possible and show results
6. Include duties related to required competencies/skills.
7. If your job was team based- mention it.
8. Show concrete achievements
9. Don't be too modest.
10. Exclude irrelevant jobs held that do not add focus or make you a stronger candidate (ONLY for resumes and CVs, if they are too long or your career history lacks focus).

## **Sample Job Posting**

### **Job Title: Economic Affairs Officer**

Department/ Office: DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS

Duty Station: NEW YORK

Posting Period: 15 February 2011-16 April 2011

Job Opening number: 11-ECO-DEPT OF ECON & SOCIAL AFFAIRS-18153-R-NEW YORK

### Org. Setting and Reporting

This position is located in the Department of Economic and Social Affairs, Development Policy and Analysis Division/Office of the Director. The Development Policy and Analysis Division is the main development research division of the UN secretariat. The Division's research aims to contribute to a strengthening of international cooperation for the economic and social



development of all countries and to foster their effective integration into the world economy in the context of the UN Development Agenda.

Further information can be found at the Division's website

<http://www.un.org/en/development/desa/policy/about.shtml>. The incumbent reports directly to the Director or Economic Affairs Officer.

### Responsibilities

The incumbent is responsible for the following duties:

1. Undertakes research on economic policy issues related to the Division's programme of work, in particular in support of the work undertaken as part of the Division's capacity development work on policy coherence for sustainable human development and prepare related inputs to publications, policy briefs and toolkits for development policy analysis.
2. Provides substantive and organizational support to the implementation of capacity development projects executed by the Division.
3. Assists in all activities related to the work programme, budget and finance. Coordinates the work undertaken in preparing the Division's input to the biennial Programme Budget and Strategic Framework and annual Programme Performance Report. Monitors the Division's records in IMDIS by providing substantive inputs to ensure accuracy of legislative mandates and other relevant information, monitoring the Division's outputs and programme performance to ensure objectives are being met.
4. Serves as focal point to the Office of Under-Secretary-General of DESA. Coordinates Division's inputs to various department-wide exercises and reports.
5. Serves as focal point to the intergovernmental process. Follows intergovernmental deliberations relevant to work programme of the Division.
6. Assists in coordination of activities of the ECESA Macroeconomics and Finance cluster. Prepares substantive inputs and documents for various ECESA exercises.
7. Assists the Director in the implementation of the outreach strategy for the Division.
8. Other tasks as assigned.

### Competencies

**Professionalism:** Strong analytical skills to undertake both microeconomic and macroeconomic analysis of development challenges and related policy issues; ability to apply economic theories and concepts to development issues of concern to the UN. Advanced knowledge of quantitative techniques relevant for development policy analysis. Knowledge of: the functioning of and the issues addressed by the UN intergovernmental process and UN Secretariat in economics and UN programme planning and budgetary matters.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Education:** Advanced university degree in economics is required. PhD in economics is preferred. A first level university degree with a combination of relevant academic qualifications and experience may be accepted in lieu of the advanced university degree

**Work Experience:** Five years of progressively responsible experience in the field of development economics including experience in development policy formulation, quantitative and qualitative economic development research, or related work. Experience with advanced software for applied quantitative economic analysis are required. Proven record in international publications in development studies is required. Knowledge of IMDIS desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat.

For this post, fluency in English (both oral and written) is required. Knowledge of another UN official language is an advantage.

**Assessment Method:** Evaluation of qualified applicants for this position may include a substantive assessment and a competency-based interview.

## Additional Resources

- **UN Quizzes: Test your knowledge:** <http://www.un.org/en/aboutun/quiz.shtml>
- **U.N. Job Help for American Citizens:**

The United States State Department's UN Employment Information and Assistance Unit will sometimes advocate on the part of American Citizens looking to secure UN jobs. If you secure an interview or get shortlisted, you should let them know. Contact them at either [employmentun@state.gov](mailto:employmentun@state.gov) or (202) 647-8270.

- **UN Secretariat:** Positions for one year or longer, including civilian posts in peacekeeping missions and field service posts: [www.careers.un.org/lbw/Home.aspx](http://www.careers.un.org/lbw/Home.aspx)
- **UNICEF:** Long- and short term positions and consultancies: <http://www.unicef.org/about/employ/index.php>



- **UNDP:** Long and short term appointments and consultancies:  
<http://jobs.undp.org/index.cfm>
- **UNWFP:** All openings listed online and instructions for consultants  
<http://www.wfp.org/about/vacancies>
- **UNFPA:** All openings online. Using eRecruit as tool  
<http://www.unfpa.org/employment/index.htm>
- **NCRE:** [www.un.org/Depts/OHRM/examin/ncrepage.htm](http://www.un.org/Depts/OHRM/examin/ncrepage.htm)
- **UNDP-LEAD:** [www.undp.org/lead/profile.shtml](http://www.undp.org/lead/profile.shtml)
- **UN HQ Internships:** <http://www.un.org/Depts/OHRM/sds/internsh/>
- **UNDP Internships:** <http://www.undp.org/internships/>
- **UNICEF Internships:** [http://www.unicef.org/about/employ/index\\_internship.html](http://www.unicef.org/about/employ/index_internship.html)
- **UNOG Internships:**  
[www.unog.ch/80256edd006ac19c/%28httppages%29/a422c95289e684dd80256ef300344efd](http://www.unog.ch/80256edd006ac19c/%28httppages%29/a422c95289e684dd80256ef300344efd)
- **UNOV Internships:** [http://www.unvienna.org/unov/en/job\\_internship.html](http://www.unvienna.org/unov/en/job_internship.html)
- **UN Common System:** <http://icsc.un.org/csd.asp?list=general>



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