

HOW TO PREPARE FOR ROSTER VACANCIES IN UN FIELD MISSIONS

- **Tips on creating your PHP**
- **Screening Process**
- **Competency Based Interview**
- **Job Search**

UNGSC - Brindisi
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EDUCATION

- ▶ **Professional positions:** A first level degree (minimum) is needed to be considered for Professional (P) level positions. Bachelors / first level degree with two (2) additional years or relevant work experience.
- ▶ If you have the required education qualifications, **always indicate your first level degree as “Bachelor’s degree” and your Master as “Master’s Degree”**. Do not select “Certificate/Diploma” as this is not recognized as a degree by the system.
- ▶ Always list an **end date** for your degree and indicate that you have obtained the degree (**tick “Yes” for “Degree obtained”**). If you do not do so, the system will automatically reject your application for P levels positions.
- ▶ Always indicate whether you completed the degree full time or part time, and in person or distance learning.
- ▶ If you don’t find your university in the list, put it under “Other credited university”.
- ▶ **FS positions:** a High School Diploma or equivalent diploma is required. If you say ‘no’ in the degree box, your application will also be rejected.

LANGUAGE

- ▶ It is very important to include your mother tongue in the list of languages you are fluent in.
- ▶ Candidates who forget to list the specified language in the Job Opening, will be automatically rejected by the system if fluency or working knowledge of a particular language is a requirement in the Job Opening.
- ▶ Fluency in a language is defined as being “Fluent” in all four areas (Reading, Writing, Speaking and Understanding). If you are fluent but do not indicate fluency in all four, the system will reject your application, even if you have worked in that language previously.
- ▶ “Working knowledge” is defined as being “Fluent” or “Confident” in at least two of the four areas. **If you have good working knowledge, you need to indicate “Fluent” or “Confident” in at least two of the four areas (Reading, Writing, Speaking, and Understanding).**

WORK EXPERIENCE

- ▶ The UN needs to know all of your work experience history. List **all** your work experience (every job, every internship, every part time job), even if your career history goes back 20 years or more
- ▶ Always remember to list your current job in your PHP.
- ▶ Indicate an end date on all your previous jobs and make sure all dates are consistent.
- ▶ Ensure that if you had two part time jobs at the same time, they are indicated as such.
- ▶ Highlight 5-10 outcomes/deliverables under “Achievements”, which should reflect exact deliverables.
- ▶ Do not assume recruiters will know what you mean.
- ▶ Be clear and precise in your description of duties.

GENERAL TIPS

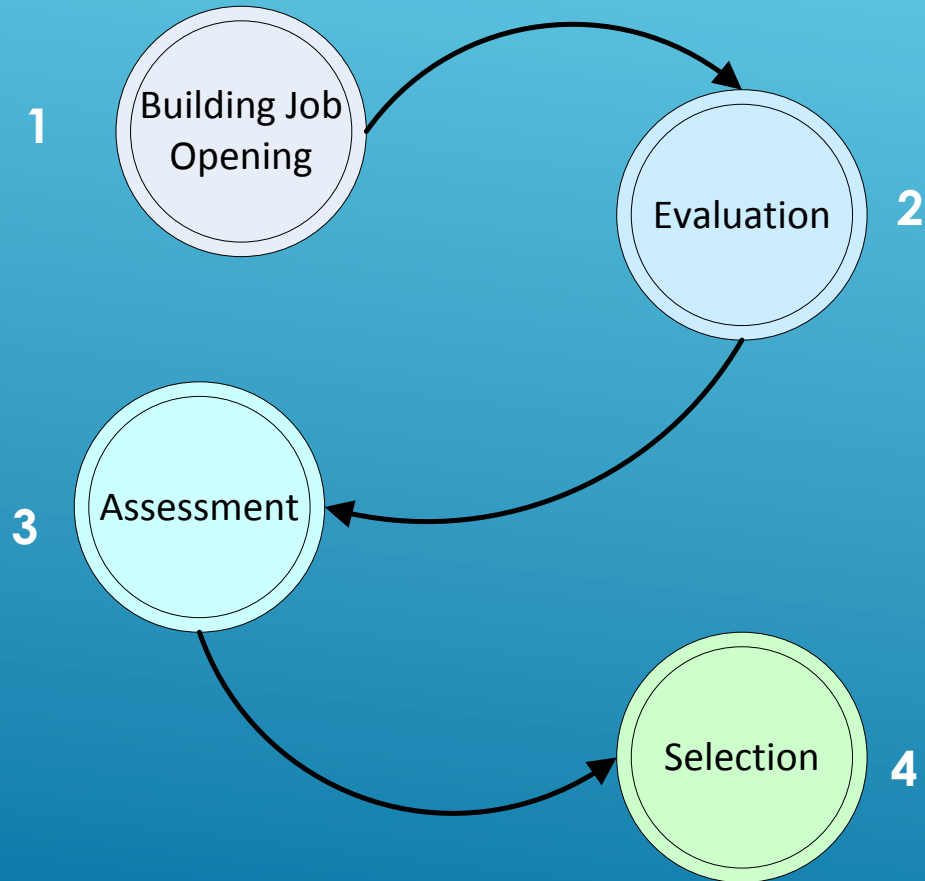
- ▶ Ensure your cover letter and the information provided in your PHP is up to date.
- ▶ Your cover letter is the personal introduction that accompanies your PHP. It should not be longer than one page.
- ▶ Look at the “work experience” requirements and desirables in the job opening and make sure these requirements and desirables are clearly addressed in your PHP.
- ▶ Do not use acronyms - spell out everything.
- ▶ Tailor your PHP and cover letter to the actual job opening you are applying to. Please ensure you apply to those Job Openings you believe to have the qualifications for.
- ▶ Your PHP will be reviewed by a recruiter who does not know you. Make sure to explain exactly what you were responsible for and what you did for each work experience
- ▶ Always proofread your application for consistency and accuracy.

**DO NOT WAIT UNTIL THE LAST MINUTE TO APPLY TO A
JOB OPENING**

**IT TAKES UP TO THREE HOURS TO COMPLETE YOUR
APPLICATION AND PHP FROM SCRATCH.**

**APPLY EARLY AS POSSIBLE
AS THERE IS NO FLEXIBILITY WITHIN INSPIRA
TO EDIT YOUR PHP AFTER YOU APPLY**

MAIN COMPONENTS OF ROSTER RECOMMENDATION PROCESS



1. Proponent Office ICTD & FPD (Roster Health, Vacancy Rate)
2. Screening: Minimum Requirements (Long List)
3. Assessment:
 - ✓ Test (Written Assessment if Applies: Multiple Choice Qs & Essay)
 - ✓ Screening: Minimum Requirements + Desirables (Short List)
4. Competency Based Interview with EP and Recommendations for Roster – endorsed by FCRB.

INSPIRA JOB OPENINGS

Inspira Terminology	Purpose
Continuous Job Opening (Generic Job Opening)	To create viable rosters of candidates who have been endorsed by the relevant central review bodies
Recruit from Roster	To recruit exclusively from a pool of rosters who have expressed interest
Standard Requisition (Position-Specific Job Opening)	To recruit rostered and/or non rostered candidates to yield additional rosters
Temporary Job Opening	To recruit rostered and/or non-rostered candidates for temporary positions

EXAMPLE OF WORK EXPERIENCE REQUIRED

Professionalism:

Knowledge of Information Systems and Telecommunications Technologies for large and complex organisational environments; ability to organise and manage diverse and crossfunctional groups, across geographically dispersed locations, for institutional systems in conflict and post conflict areas; conceptual and strategic analytical capacity to understand information system and business operational issues so as to thoroughly analyse and evaluate critical systems matters; **knowledge** of administrative, budgetary, financial, procurement and human resources policies and procedures; **ability to** provide specialized advice on a broad range of Information Systems and Telecommunications (IST) issues to the Senior Management of the Mission; **ability to** produce reports and papers on technical issues and to review and edit the work of others; **ability to** apply UN rules, regulations, policies and guidelines in work situations.

Work Experience:

- ▶ At least 10 years (or 5 years with a bachelors degree) of progressively responsible experience in information systems and telecommunications technology is **required**.

EXAMPLE OF WORK EXPERIENCE DESIRABLE

Work Experience:

- ▶ Experience in supporting the implementation of innovative business improvements through the introduction of new technologies is desirable. Four (4) years of experience as supervisor is **desirable**.
- ▶ Four(4) years' experience in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds, and programmes) – or similar international organisation or non-governmental organisation – in a conflict or post-conflict setting, or similar experience in a military operations environment is **desirable**.


CBI MATERIALS

- ▶ CBI Booklet
- ▶ CBI Guide
- ▶ <https://www.youtube.com/watch?v=ajc6iUcBj5k>
- ▶ <https://www.youtube.com/watch?v=fzSTuPAILBA>
- ▶ <https://www.youtube.com/watch?v=hihecyzGLzk>
- ▶ <https://www.youtube.com/watch?v=-DwSXSU-Q-0>
- ▶ <https://www.youtube.com/watch?v=qKBubKO-798>

- ▶ **UNCONCIOUS BIAS**

<https://www.youtube.com/watch?v=dVp9Z5k0dEE>

JOB SEARCH

- ▶ <https://careers.un.org/lbw/Home.aspx>
 - ▶ <https://www.impactpool.org/>
 - ▶ <https://unjobs.org/>
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QUESTIONS?



ICT ROSTER FOCAL POINTS

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