



5 November 2008

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**Information circular\***

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2009 national competitive recruitment examinations**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the United Nations Secretariat who wish to take the national competitive recruitment examinations at the P-2 level in 2009, in accordance with the provisions of administrative instruction ST/AI/1997/1. Further details, including descriptions of occupational groups and sample papers, can be obtained from the following website: <http://www.un.org/Depts/OHRM/examin/exam.htm>.
2. The 2009 national competitive recruitment examinations will be tentatively held on 24 February 2009 in the following P-2 occupational groups: administration, economics, finance, information technology, public information, security, social affairs and statistics.
3. A list of participating Member States is contained in the annex to the present circular.
4. Staff members who meet the conditions set out in administrative instruction ST/AI/1997/1 may apply by completing the attached application form and an updated Personal History (P11) or Personal History Profile (PHP), found in the Galaxy system, and forwarding them, by 19 December 2008, to: 2009 NCRE (Staff members), Examinations and Tests Section, Room S-2575E, Staffing Service, Strategic Planning and Staffing Division, Office of Human Resources Management. The most recent performance appraisal form (PAS) and copies of all university degrees obtained must be attached to the application. Incomplete applications will not be considered.

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\* Expiration date of the present information circular: 31 December 2009.



**United Nations application form for the 2009 national competitive recruitment examination for General Service staff members of the United Nations Secretariat only**

**Section I  
Personal data**

Last name: \_\_\_\_\_ Room No.: \_\_\_\_\_ Ext.: \_\_\_\_\_  
First name: \_\_\_\_\_ Index No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Gender: \_\_\_\_\_ Grade: \_\_\_\_\_ Duty station: \_\_\_\_\_  
Department: \_\_\_\_\_ Appointment: \_\_\_\_\_  
EOD date: \_\_\_\_\_ Expiration date: \_\_\_\_\_  
Date of birth: \_\_\_\_\_

**Section II  
Type of examination**

Occupational group (one only): \_\_\_\_\_  
Latest copy of performance appraisal (PAS) attached: \_\_\_\_\_  
Period covered in PAS: \_\_\_\_\_  
Copies of degrees attached: \_\_\_\_\_  
Updated P11 or PHP attached: \_\_\_\_\_

This application, together with the documentation requested in section II, should be submitted by 19 December 2008 to the Examinations and Tests Section, Staffing Service, Strategic Planning and Staffing Division, Room S-2575E. Applications may also be submitted by e-mail (OHRM\_ets@un.org) or faxed to +1-212-963-3683.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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**Annex****List of Member States participating in the 2009 national competitive recruitment examination programme**

Afghanistan	Micronesia (Federated States of)
Andorra	Monaco
Angola	Montenegro
Antigua and Barbuda	Namibia
Bangladesh	Norway
Botswana	Oman
Brunei Darussalam	Palau
Comoros	Republic of Korea
Congo	Republic of Moldova
Denmark	Samoa
Gabon	San Marino
Iran (Islamic Republic of)	Saudi Arabia
Ireland	Sierra Leone
Japan	Solomon Islands
Kuwait	Swaziland
Lao People's Democratic Republic	Tajikistan
Lesotho	Tonga
Libyan Arab Jamahiriya	Tuvalu
Liechtenstein	United Kingdom of Great Britain and Northern Ireland
Lithuania	United States of America
Marshall Islands	Yemen
Mexico	

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