

2010 National Competitive Recruitment  
Examinations (NCRE)

Step by Step Guide to

Applying for the 2010 NCRE Job Openings  
In the UN Careers Portal

This guide offers step-by-step procedures on how to search and apply for the 2010 NCRE Job openings published on the United Nations Careers Portal and using the e-tool *inspira*.

The preferred method for all applications to job openings published on the United Nations Careers Portal should be submitted electronically using *inspira*.

## General Remarks

All NCRE Job Openings are at the P-2 level, and there is one Job Opening per occupational group. It is recommended that you register and create a profile before submitting an application. When using the advanced search function of the Careers Portal (<http://careers.un.org>), you can find the NCRE Job Openings by selecting "P" for the "Category" and "P2" for the "Level".

### Option 1:

One possibility to apply is via the examinations page: <http://www.un.org/Depts/OHRM/examin/ncrpage.htm>.

On the left side of the screen, you will see the list of participating Member States. When you click on your country, the list of occupational groups will appear in the centre panel of the screen. Once you choose an occupational group, it will take you to a description of the discipline, and clicking the "apply now" button will lead to the "Login" page of the Careers Portal. If you are not registered yet, click on "Register Now" and complete the registration. Once registration is complete, the system will take you to the "Careers Home Welcome" page. On the right side of the screen is a box titled "My Career Tools", where you can create your profile. It is important to fill in the two pages of the profile in detail and to save frequently while doing so. Once your profile is completed, you can create and submit your application for the Job Opening of the occupational group you are applying for.

### Option 2:

Another possibility is to go through the Search Function of the Careers Portal: <http://careers.un.org>. You will find the NCRE Job Openings as follows: go to the search function of the Careers Portal at the bottom of the homepage. Use the "Search for Job Openings" function by selecting "Professional and Higher Categories" in the "Categories" section of the search function, and then choosing "P-2" in the "Level" section of the search function. The list of NCRE Job Openings will appear. Click on the Job Opening you are planning to apply for. On the page that will show next, you will find the "Apply Now" button, which will lead to the login page of the Careers Portal. If you are not registered yet, click on "Register Now" and complete the registration. Once registration is complete, the system will take you to the "Careers Home Welcome" page. On the right side of the screen is a box titled "My Career Tools", where you can create your profile. It is important to fill in the two pages of the profile in detail and to save frequently while doing so. Once your profile is completed, you can create and submit your application for the Job Opening of the occupational group you are applying for.



### IMPORTANT NOTE:

Applicants are required to choose one occupational group only. Applications for more than one occupational group will be disqualified. If you have already applied for more than one occupational group, you must choose the most relevant occupational group and withdraw your application(s) from the other occupational group(s). Your application must be submitted through the website no later than 19 September 2010 (11:59PM EST). Late or incomplete applications will NOT be considered.

For more information, please refer to the [Examination Notice](#).

## Applying to an NCRE Job Opening

Applicants should be aware that applying to a NCRE Job opening will require and be accomplished in several steps.

### **STEP 1: Search for Job Openings**

It is important to remember that login is not required when searching for job openings; however, a one time registration and creation of a login account is required in order to enter or update any information or to submit an application

### **STEP 2: Register and login to *Inspira***

In order to apply to a NCRE job opening, a one-time registration and creation of login account is required by completing the registration process. We will strongly advise that you complete the registration process before you submit an application. Also, the registration process and the creation of a profile has to be completed in a single session; otherwise data entered for an uncompleted registration will be lost. After a successful registration, you must use the same login account when returning to the system in order to access previously entered information.

### **STEP 3: Create and Update My Profile**

Enter all needed pertaining to your personal information i.e. name, address, phone number and e-mail. It is this information that the United Nations will use to contact you during the application process.

### **STEP 4: Complete the Application**

Under this section, several steps will require your action. Education and Work Experience, Skills, References, and Cover Letter and Additional Information you may wish to add (certificate, copy of diploma or transcripts). Prepare your application and answer all pre-screening questions.

### **STEP 5: Submit the Application**

Submit your application as early as possible and before 19 September 2010. You will receive an e-mail acknowledgement confirming successful submission of your application for the NCRE job opening.

## Checklist

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It is recommended to have the following information on hand before creating your profile

a. Employment details as follows: (Not required for NCRE participation)

- Name(s) of current and previous employer(s) if any as well as their Postal address(es)
- Employer contact numbers. (phone & fax)
- Jobs held (current and previous, if any)
- Name(s) of supervisor(s)
- Email address(es) of supervisor(s)
- Employment start and end dates, Salary history, Duties performed on a daily basis for each job held, Summary of achievements for each job held

b. Education details as follows:

- Name(s) of educational institution(s) attended from age 14
- Course(s) attended and Course start and end dates
- Diploma(s)/degree(s) obtained
- Postal address(es) of educational institution(s) and Website(s) of educational institution(s) attended
- Copies of Certificates
- Cover letter (ready to be uploaded)

## Remarks on Inspira

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Each page provides various navigation features for quick access to information. A typical *inspira* page may include:

- **Buttons** appear as rectangles. They execute specific commands such as the following:
  - Save & Add More which allows you to save an entry made and add a new record;
  - Save & Return which allows you to save the entries made and return to the main page associated with the workflow;
  - Save which allows you to save all data entries you made in the system.
- **Drop-down** arrows provide a list of items to select from. By default, one choice is visible in the field. Click on the drop-down arrow to reveal additional choices.
- **Hyperlinks** redirect to another page associated with the selected workflow where additional information can be viewed or entered, i.e. First, Previous, Next, Last which allow you to sort through the first, previous, next and last pages respectively.
- **Fields marked with an asterisk (\*)** are required fields that need to be completed.
- **When completing the application**, remember to save regularly to avoid losing information as the system times out every sixty (60) minutes after inactivity.
- **Any changes** you make to your profile will automatically be reflected in all of your application(s).
- **You can update the information in your profile at any time except for the following fields:** *First Name, Last Name, Date of Birth and E-mail Address.*

### Tips:

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- It is important to remember that login is not required when searching for job openings; however, a one time registration and creation of a login account is required in order to enter or update any information or to submit an application.
- We will strongly advise that you complete the registration process before you submit an application. Also, the registration process and the creation of a profile have to be completed in a single session; otherwise data entered for an uncompleted registration will be lost. After a successful registration, you must use the same login account when returning to the system in order to access previously entered information.

NOTE: All fields marked with an asterisk are required fields

External applicants who encounter problems applying online are invited to submit a support request through the 'Contact Us' form of the Careers portal (<http://careers.un.org/support.aspx>). When submitting the request, please choose the 'Subject' NCRE so that your request can be prioritized and use the 'Comment / Question' field to state your problem and identify the job opening you are trying to apply to.

# Option 1

## Step 1:

From the UN Careers Portal <http://careers.un.org/>, click on the link for the National Competitive Recruitment Examination.

UN Careers - Windows Internet Explorer

http://careers.un.org/Default.aspx?TabId=65&viewtype=8&exp=PD&level=110&location=All&occup=0&department=All&bydate=0&ocnet=0&language=en-US

United Nations careers

United Nations Mission in Nepal - 80-Year-old Nepalese Woman Participates in Historic Elections  
Dolakha, NEPAL

Peace and Security Human Rights Economic and Social Development

Meet our Global Workforce

**Georgette Khraish**  
Chief, Contracts Unit  
Pristina, KOSOVO

**Behanemeskel Nega**  
Chief of Staff  
Freetown, SIERRA LEONE

**Clair Duffy**  
Appeals Counsel  
Arusha, TANZANIA

**Clovis Freire**  
Economic Affairs Officer  
Bangkok, THAILAND

Why work at UN?  
Who we are  
What we do  
Where we are  
Career support  
Pay and benefits

What can I do at UN?  
What we look for  
Job Networks  
Career paths  
Working in the field

What are my career options?  
Staff categories  
**National competitive recruitment examination**  
Language competency examination  
Associate expert programme

How do I apply?  
Job openings  
Creating your job application  
Application process  
At your interview

Done Internet 100%

## Step 2:

Once directed to the National Competitive Recruitment Examination webpage, scroll down and select [click here](#).

UN Careers - Windows Internet Explorer  
http://careers.un.org/UNCareers/tabid/65/viewtype/NCE/language/en-US/Default.aspx

Associate Producer,  
Public Information and  
External Relations Network  
Duty Station:  
New York, United States

2010 Exams are offered in the following fields:  
Administration  
Demography  
Economics  
Human Rights  
Legal Affairs  
Radio Producer  
Security  
Statistics  
Web Design/Development

### National competitive recruitment examination (NCRE)

The United Nations is looking for highly qualified candidates with various academic backgrounds in political, economic, social, legal, administrative and other fields who are ready to start a professional career with the Organization.

The national competitive recruitment examination is a long-standing, recruitment initiative that brings new talent to the United Nations through an annual entrance examination. For young, high-calibre professionals across the globe, the exam is a platform for launching a career as an international civil servant.

[Are you eligible to participate in the national competitive recruitment examination?](#)

*Do you hold at least a first-level university degree?*  
*Are you 32 years old or younger by the end of this year?*  
*Do you speak either English and/or French fluently (knowledge of other official United Nations languages are an asset)?*

The exam is held worldwide and is open to nationals of Member States participating in the annual national competitive recruitment examination - the list of participating countries is published annually and varies from year to year.

The exam tests your substantive knowledge, analytical thinking, drafting abilities as well as your awareness of international affairs. Once you have passed the exam you are then put on a roster until you are matched with a suitable job opening. Initially you will be appointed for two years and then reviewed for a continuing appointment.

The Organization promotes mobility within and across duty stations and job families. As a new recruit you are strongly encouraged to work in at least two different functions within your first five years of service. You will be offered orientation and mobility training as well as career support. This will help you adapt and accelerate the learning period leading to productive work and job satisfaction as an international civil servant. The Office of Human Resources Management presents staff with the available opportunities and facilitates these moves through a managed re-assignment programme.

For more information on the procedure of these examinations, the eligibility requirements, application procedure, salary and benefits as well as NCE related frequently asked questions, please [click here](#).

Step 3:

Access the examination page: <http://www.un.org/Depts/OHRM/examin/ncrepage.htm>.

On the left side of the screen, you will see the list of participating Member States.

National Competitive Recruitment Examination - Windows Internet Explorer

http://www.un.org/Depts/OHRM/examin/ncrepage.htm

File Edit View Favorites Tools Help

UN National Competitive Recruitment Examination

United Nations examinations

ETS Home | NCRE Home | LPE Home | GS Home | Language Home | Careers Portal | FR |

2010 Participating Member States

1 2 3 4

Afghanistan  
Angola  
Antigua and Barbuda  
Belgium  
Brunei Darussalam  
Comoros  
Democratic People's Republic of Korea  
Dominican Republic

The National Competitive Recruitment Examinations (NCRE) is held on a yearly basis in countries that are selected on the basis of their representation in the Secretariat.

Every year, the Organization targets the nationals of Member States that are not adequately represented in the Secretariat for recruitment through competitive examinations. The purpose of these examinations is to recruit young qualified and motivated professionals for junior positions (at the P-2 level.)

The 2010 NCRE is now open to the nationals of countries listed on the left side of the screen. To learn more about different occupational groups offered, please click on the name of the your country.

The deadline for submission of application is **19 September 2010** (no exceptions) and the examinations will be held on 1 December 2010.

For more information about the examination, please download the full text of announcement of the [Examination Notice](#).

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National Competitive Recruitment Examinations  
2010 Exam  
Eligibility Criteria  
FAQs

Language Examinations  
2010 Exams  
2009 Exams  
FAQs

Language Proficiency Examinations  
What is LPE?  
FAQs  
Contact Us

Other Examinations  
GS Exams

Last Updated: 06 July 2010

## Step 4:

When you click on your country, the list of occupational groups will appear in the centre panel of the screen. The example below shows the country page for Afghanistan.

The screenshot shows a web browser window titled "National Competitive Recruitment Examination - Windows Internet Explorer". The address bar shows the URL: <http://www.un.org/Depts/OHRM/examin/ncrepage.htm>. The page features the United Nations logo and the text "United Nations examinations".

On the left side, there is a list of "2010 Participating Member States" with a navigation menu (1, 2, 3, 4). The list includes: Afghanistan, Angola, Antigua and Barbuda, Belgium, Brunei Darussalam, Comoros, Democratic People's Republic of Korea, and Dominican Republic.

The main content area is titled "2010 National Examination Programme for nationals of Afghanistan". Below this, it states: "We offer P2 examinations in 9 disciplines for your country. Qualified women are particularly encouraged to apply. Applicants:"

1. Should not be older than 32 years old on 31 December 2010 (born on 1 January 1978 or after);
2. Should hold at least a first-level university degree in one of the disciplines listed below:
  - Administration
  - Demography
  - Economics
  - Human Rights
  - Legal Affairs
  - Radio Producer
  - Security
  - Statistics
  - Web Designer/Developer
3. Should speak and write fluently in either English or French.
4. In an instance where a large number of applications are received, we reserve the right to admit only the most qualified candidates. (See Eligibility for P2 examination.)

At the bottom of the page, there are four blue buttons with the following text:

- National Competitive Recruitment Examinations  
2010 Exam  
Eligibility Criteria  
FAQs
- Language Examinations  
2010 Exams  
2009 Exams  
FAQs
- Language Proficiency Examinations  
What is LPE?  
FAQs  
Contact Us
- Other Examinations  
GS Exams

The text "Last Updated: 06 July 2010" is located at the bottom right corner.

## Step 5:

Once you have chosen an occupational group, it will take you to the description of the discipline. Click on [\[Apply now\]](#).

Administration Description - Windows Internet Explorer

http://www.un.org/Depts/OHRM/examin/p2admjd.shtml

United Nations examinations

ETS Home | NCRE Home | LPE Home | GS Home | Language Home | Careers Portal | FR |

**ADMINISTRATION  
(OCCUPATIONAL GROUP DESCRIPTION)**

[\[ Apply Now \]](#)

Work performed within this group relates to a wide range of assignments in the provision of staff support to the internal operations and projects of the organization. These various areas of support include, but are not limited to, the following:

1. Management of staff resources, which includes work concerned with formulating and implementing policies relating to the management of human resources for the Organization and conducting programmes concerning staff recruitment, training, career development, promotion, compensation, benefits and staff-management relations;
2. Budget analysis, which includes work concerned with reviewing the budgetary requirements of the Organization and making recommendations on the appropriation of funding levels and revenue projections;
3. Management analysis, which includes work concerned with reviewing, examining and evaluating organizational structures and management systems; it also includes recommendations to line management regarding changes in organizational structure, management of physical, financial, and human resources, organization methods, procedures, forms and records management to promote efficiency within units;
4. Procurement management, which includes work concerned with negotiating and contracting for the purchase or rental of equipment, products, supplies and services;
5. Administrative support, which includes work of a general administrative nature concerned with providing staff services for management such as personnel processing, budget preparation control, housekeeping and supplies;
6. General Service management, which includes work concerned with the management, maintenance and security of the physical plant facilities, communication systems and transportation systems of the Organization; the direction of activities of staff engaged in the operation and maintenance of equipment and facilities, and arranging and monitoring the work of outside contractors in this area;
7. Project administration includes work concerned with providing staff support to the Organization's technical assistance, disaster relief and economic development projects. Duties include preparing budgets for projects, purchasing supplies, developing staffing requirements and work plans, mobilizing relief in a disaster situation, arranging such other services necessary to facilitate completion of projects, and researching and developing disaster relief plans in cooperation with other countries.

Acceptable first-level university degrees for consideration by the Board for candidates applying in Administration are as follows: Public or Business Administration, Commerce, Marketing, Human Resources Management or other relevant discipline.

Examination Sample: [Specialized Paper - Administration \(P2\)](#)

## Step 6:

On the Job opening details webpage, click again on the [\[Apply now\]](#) button and it will bring you to the "Login" page of the Careers Portal

Job Opening - Windows Internet Explorer

http://www.un.org/Depts/OHRM/examin/10admjob.shtml

File Edit View Favorites Tools Help

UN Job Opening

United Nations  
examinations

ETS Home | NCRE Home | LPE Home | GS Home | Language Home | Careers Portal | FR |

**JOB OPENING**

Job Title: ASSOCIATE ADMINISTRATIVE OFFICER (P2)  
Department/Office: Multiple D/S  
Posting Period: 7 June 2010 – 19 September 2010  
Job number: 1544

[\[Apply Now\]](#) (Please note that you are required to register to inspira to apply.)

**ORGANIZATION SETTING AND REPORTING**

These positions are located throughout the United Nations. They encompass sub-functional specialities such as human resource administration, planning, programming/budgeting, and implementing, monitoring and evaluation of business functions. The Associate Administrative Officer usually reports to an Administrative Officer, Executive Officer, Head of the Unit or to a Chief Administrative Officer. There is a functional reporting relationship to the various offices in the Department of Management.

**RESPONSIBILITIES**

The duties of an Associate Administrative Officer are likely to include, but not limited to:  
(These duties are generic and may not be carried out by all Associate Administrative Officers.)

- Management of staff resources, which includes work concerned with formulating and implementing policies relating to the management of human resources for the Organization and conducting programmes concerning staff recruitment, training, career development, promotion, compensation, benefits and staff-management relations;
- Budget analysis, which includes work concerned with reviewing the budgetary requirements of the Organization and making recommendations on the appropriation of funding levels and revenue projections;
- Management analysis, which includes work concerned with reviewing, examining and evaluating organizational structures and management systems; it also includes recommendations to line management regarding changes in organizational structure, management of physical, financial, and human resources, organization methods, procedures, forms and records management to promote efficiency within units;
- Procurement management, which includes work concerned with negotiating and contracting for the purchase or rental of equipment, products, supplies and services;
- Administrative support, which includes work of a general administrative nature concerned with providing staff services for management such as personnel processing, budget preparation control, housekeeping and supplies;
- General Service management, which includes work concerned with the management, maintenance and security of the physical plant facilities, communication systems and transportation systems of the Organization; the direction of activities of staff engaged in the operation and maintenance of equipment and facilities, and arranging and monitoring the work of outside contractors in this area;
- Project administration includes work concerned with providing staff support to the Organization's technical assistance, disaster relief and economic development projects. Duties include preparing budgets for projects, purchasing supplies, developing staffing requirements and work plans, mobilizing relief in a disaster situation, arranging such other services necessary to facilitate completion of projects, and researching and developing disaster relief plans in cooperation with other countries;

\* Perform other duties as required.

**Step 7:**

If you are not registered yet, click on "**Register Now**" and complete the registration.


*NOTE: All fields marked with an asterisk are required fields*

Applicant Home - Windows Internet Explorer

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HR5\_HRAM.HRS\_CE.GBL?Page=HR5\_APP\_LOGIN\_EXP&Action=A8

File Edit View Favorites Tools Help

Applicant Home

 United Nations  
**careers**

**Login**

UN Secretariat staff members click here: [UN Secretariat Staff Members \(Login\)](#).

Login

User Name:  Password:

[Login Help](#) [Register Now](#)

The United Nations Secretariat is transitioning to a new online recruitment system. During this transition period, both the previous Galaxy recruitment system and the new system will run in parallel.

Galaxy is used for job openings in Field Missions (peacekeeping and special political missions) as well as job openings in the rest of the Secretariat that were posted prior to 22 April 2010.

[Click here to log in to the Galaxy recruitment system.](#)

## Step 8:

Complete the registration information. Remember your username and password.


Applicant Home - Windows Internet Explorer

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HR5\_HRAM.HRS\_CE.GBL

### Register

Enter your new user name and password.

Enter Registration Information

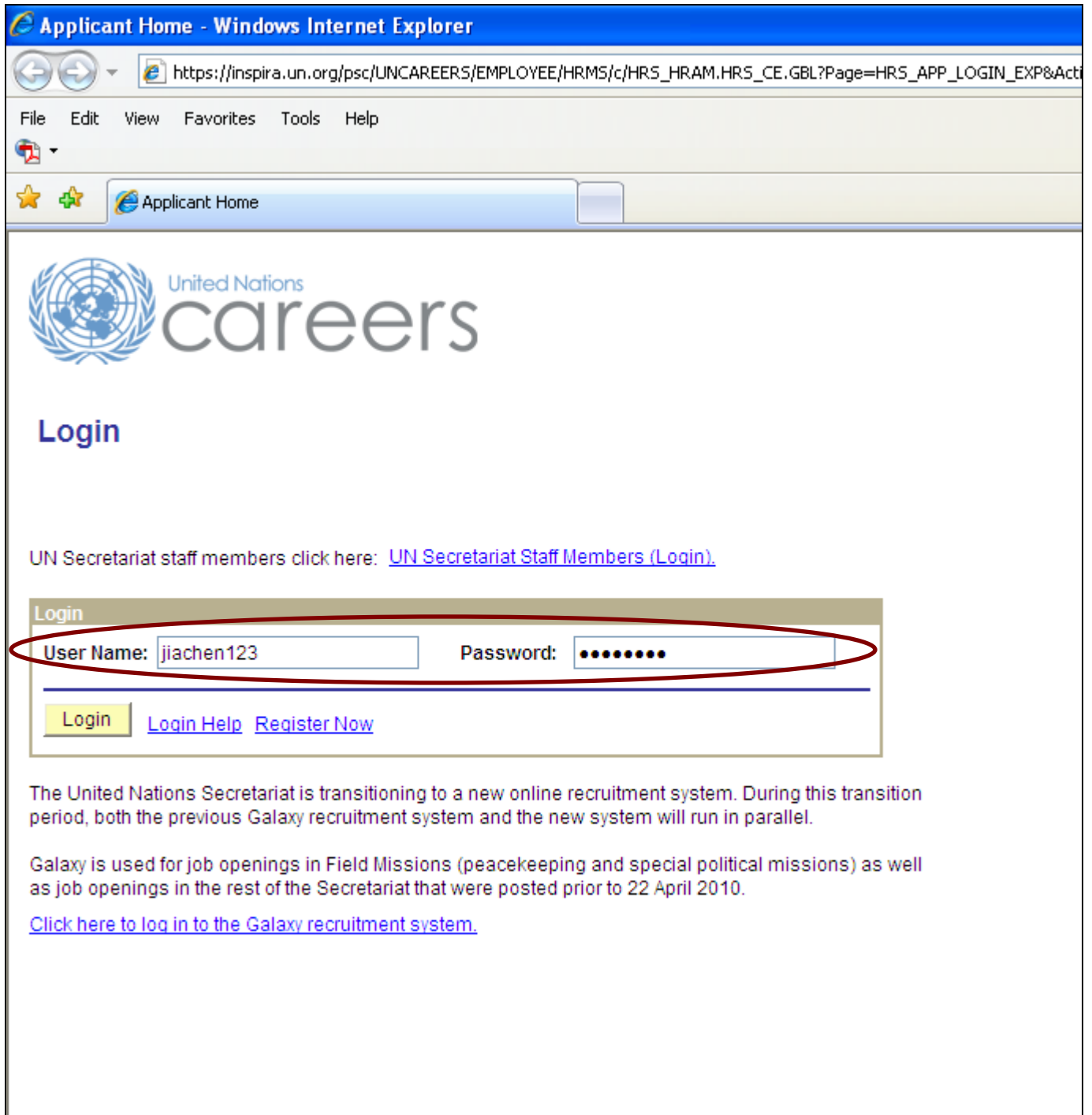
*User Name	<input type="text"/>
*Password	<input type="password"/>
*Confirm Password	<input type="password"/>
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Primary Email ID	<input type="text"/>
*Date of Birth	<input type="text"/> 

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## Step 9:

If you have completed your registration, enter your “User Name” and “Password”




Applicant Home - Windows Internet Explorer

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HR5\_HRAM.HRS\_CE.GBL?Page=HR5\_APP\_LOGIN\_EXP&Act

File Edit View Favorites Tools Help

Applicant Home

 United Nations  
careers

### Login

UN Secretariat staff members click here: [UN Secretariat Staff Members \(Login\)](#).

Login

User Name:  Password:

[Login Help](#) [Register Now](#)

The United Nations Secretariat is transitioning to a new online recruitment system. During this transition period, both the previous Galaxy recruitment system and the new system will run in parallel.

Galaxy is used for job openings in Field Missions (peacekeeping and special political missions) as well as job openings in the rest of the Secretariat that were posted prior to 22 April 2010.

[Click here to log in to the Galaxy recruitment system.](#)

Step 10:

After logging in, you need to create your profile by accessing on the right side of your screen the box titled “**My Career Tools**”. Select “**My Profile**” and enter all required information. It is important to fill in the two pages of the profile in detail and to save frequently while doing so.

The screenshot shows the 'Applicant Home' page in a Windows Internet Explorer browser. The address bar displays the URL: [https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HR5\\_HRAM.HRS\\_CE.GBL?Page=HR5\\_CE\\_HM\\_POST&Action=L](https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HR5_HRAM.HRS_CE.GBL?Page=HR5_CE_HM_POST&Action=L). The browser menu includes File, Edit, View, Favorites, Tools, and Help. The page title is 'Applicant Home'. Navigation links at the top include Careers Home, Job Search, My Saved Jobs, My Saved Searches, My Career Tools, and Logout. The main content area is titled 'Careers Home' and 'Welcome Jia'. It features a 'Basic Job Search' section with a 'Keywords:' input field, a 'Posted:' dropdown menu set to 'Last Month', and a 'Search' button. To the right is a 'My Career Tools' box containing links for '1 Applications', '0 Attachments', '0 Saved Resumes', and 'My Profile' (which is circled in red). Below this is a 'Notifications' section stating 'You do not have any notifications.' The 'Latest Job Postings' section includes a table with columns for Select, Date, Job Title, Level, Job ID, and Location. The table lists five job postings from 2010. At the bottom, there are buttons for 'Select All', 'Deselect All', 'Save Jobs', and 'Apply Now', along with a 'Create/Review Application' link.

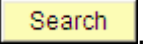
Select	Date	Job Title	Level	Job ID	Location
<input type="checkbox"/>	12/07/2010	<a href="#">TECHNICAL ASSISTANT</a>	G6	15551	NAIROBI
<input type="checkbox"/>	12/07/2010	<a href="#">Senior Inter-Regional Advisor</a>	P5	15266	VIENNA
<input type="checkbox"/>	12/07/2010	<a href="#">Chief, Conference Support Section</a>	P5	15812	VIENNA
<input type="checkbox"/>	12/07/2010	<a href="#">SENIOR INFORMATION SYSTEMS OFFICER</a>	P5	15422	NEW YORK
<input type="checkbox"/>	09/07/2010	<a href="#">INFORMATION SYSTEMS OFFICER (INSPIRA SUPPORT CENTRE)</a>	P3	15702	BANGKOK

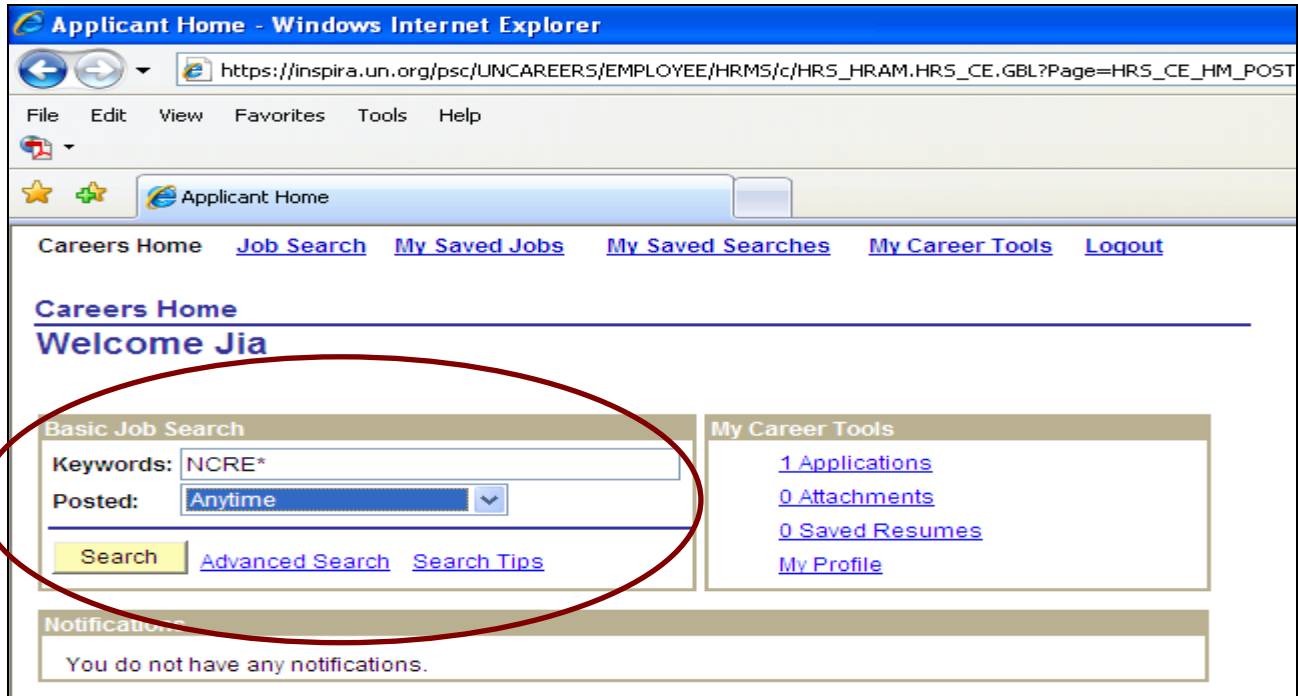
Step 11:

To access all NCRE Job openings, in the box “**Basic Job Search**”, enter the following

Keywords: NCRE\*

Posted: Anytime

Click .



## Step 12:

And it will show all NCRE Job Openings, select a job opening.



### IMPORTANT NOTE:

Applicants are required to choose one occupational group only. Applications for more than one occupational group will be disqualified. If you have already applied for more than one occupational group, you must choose the most relevant occupational group and withdraw your application(s) from the other occupational group(s). Your application must be submitted through the website no later than 19 September 2010 (11:59PM EST). Late or incomplete applications will NOT be considered.

For more information, please refer to the [Examination Notice](#).

Applicant Searches - Windows Internet Explorer  
https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HR5\_HR5\_HRS\_APP\_SCHJOB.GBL?Page=HR5\_APP\_SCHJOB&Action=U

Careers Home Job Search My Saved Jobs My Saved Searches My Career Tools Logout

### Job Search

Click icon to view Quick Search criteria

9 Results Found

Search Results

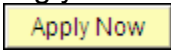
Select All Deselect All Save Jobs Apply Now First Previous Next Last

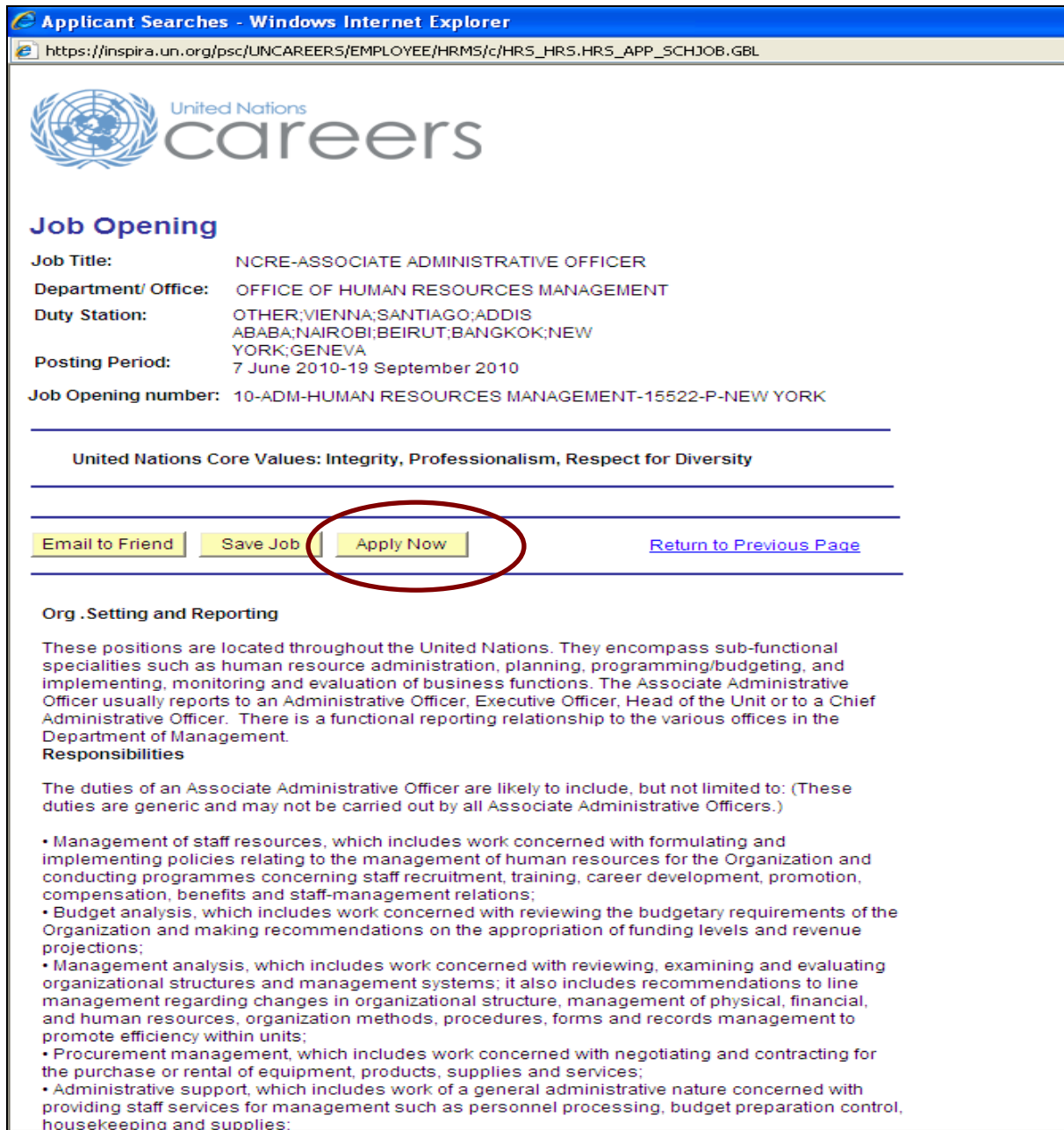
Select Job Title	Level	Job Network	Job Family	Department/Office	Duty Station
<input type="checkbox"/> <a href="#">NCRE-ASSOCIATE ADMINISTRATIVE OFFICER</a>	P2	Management & Operations Support	ADMINISTRATION	HUMAN RESOURCES MANAGEMENT	Multiple Locations
<input type="checkbox"/> <a href="#">NCRE-ASSOCIATE HUMAN RIGHTS OFFICER</a>	P2	Political, Peace & Security	HUMAN RIGHTS	HUMAN RESOURCES MANAGEMENT	Multiple Locations
<input type="checkbox"/> <a href="#">NCRE - ASSOCIATE LEGAL OFFICER</a>	P2	Legal	LEGAL AFFAIRS	HUMAN RESOURCES MANAGEMENT	Multiple Locations
<input type="checkbox"/> <a href="#">NCRE-ASSOCIATE SECURITY OFFICER</a>	P2	Safety and Security	SECURITY	HUMAN RESOURCES MANAGEMENT	Multiple Locations
<input type="checkbox"/> <a href="#">NCRE - ASSOCIATE WEB DESIGNER/DEVELOPER</a>	P2	Management & Operations Support	ADMINISTRATION	HUMAN RESOURCES MANAGEMENT	Multiple Locations
<input type="checkbox"/> <a href="#">NCRE-ASSOCIATE POPULATION AFFAIRS OFFICER</a>	P2	Economic and Social Development	STATISTICS	HUMAN RESOURCES MANAGEMENT	Multiple Locations
<input type="checkbox"/> <a href="#">NCRE-ASSOCIATE STATISTICIAN</a>	P2	Management & Operations Support	ADMINISTRATION	HUMAN RESOURCES MANAGEMENT	Multiple Locations
<input type="checkbox"/> <a href="#">NCRE - ASSOCIATE ECONOMIC AFFAIRS OFFICER</a>	P2	Economic and Social Development	ECONOMIC AFFAIRS	HUMAN RESOURCES MANAGEMENT	Multiple Locations
<input type="checkbox"/> <a href="#">NCRE - ASSOCIATE RADIO PRODUCER (Arabic, Chinese and French)</a>	P2	Public Information and External Relations	PUBLIC INFORMATION	HUMAN RESOURCES MANAGEMENT	Multiple Locations

Select All Deselect All Save Jobs Apply Now

[Return to Previous Page](#)

### Step 13:

Once you select the job opening you are interested in applying, you will be directed to the Job opening details. Click on the  button.



The screenshot shows a web browser window titled "Applicant Searches - Windows Internet Explorer" with the URL [https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HR5\\_HRS.HRS\\_APP\\_SCHJOB.GBL](https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HR5_HRS.HRS_APP_SCHJOB.GBL). The page features the United Nations logo and the word "careers". The main heading is "Job Opening".

**Job Title:** NCRE-ASSOCIATE ADMINISTRATIVE OFFICER  
**Department/ Office:** OFFICE OF HUMAN RESOURCES MANAGEMENT  
**Duty Station:** OTHER;VIENNA;SANTIAGO;ADDIS ABABA;NAIROBI;BEIRUT;BANGKOK;NEW YORK;GENEVA  
**Posting Period:** 7 June 2010-19 September 2010  
**Job Opening number:** 10-ADM-HUMAN RESOURCES MANAGEMENT-15522-P-NEW YORK

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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Navigation buttons: [Email to Friend](#), [Save Job](#), [Apply Now](#) (circled in red), and [Return to Previous Page](#).

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**Org .Setting and Reporting**

These positions are located throughout the United Nations. They encompass sub-functional specialities such as human resource administration, planning, programming/budgeting, and implementing, monitoring and evaluation of business functions. The Associate Administrative Officer usually reports to an Administrative Officer, Executive Officer, Head of the Unit or to a Chief Administrative Officer. There is a functional reporting relationship to the various offices in the Department of Management.

**Responsibilities**

The duties of an Associate Administrative Officer are likely to include, but not limited to: (These duties are generic and may not be carried out by all Associate Administrative Officers.)

- Management of staff resources, which includes work concerned with formulating and implementing policies relating to the management of human resources for the Organization and conducting programmes concerning staff recruitment, training, career development, promotion, compensation, benefits and staff-management relations;
- Budget analysis, which includes work concerned with reviewing the budgetary requirements of the Organization and making recommendations on the appropriation of funding levels and revenue projections;
- Management analysis, which includes work concerned with reviewing, examining and evaluating organizational structures and management systems; it also includes recommendations to line management regarding changes in organizational structure, management of physical, financial, and human resources, organization methods, procedures, forms and records management to promote efficiency within units;
- Procurement management, which includes work concerned with negotiating and contracting for the purchase or rental of equipment, products, supplies and services;
- Administrative support, which includes work of a general administrative nature concerned with providing staff services for management such as personnel processing, budget preparation control, housekeeping and supplies;

Step 14:

Once logged you will be asked to select the button “**I wish to continue**”, then click on .

Applicant Home - Windows Internet Explorer

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HR5\_HRAM.HRS\_CE.GBL?Page=HR5\_RESUME\_OPTION&Action=U&HR5\_PERSON\_

### Apply Now


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Apply Now

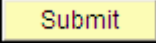
I am aware of the available information and guidelines on how to complete an application. I am duly completing all fields accurately and comprehensively and understand that incomplete applications are not considered.

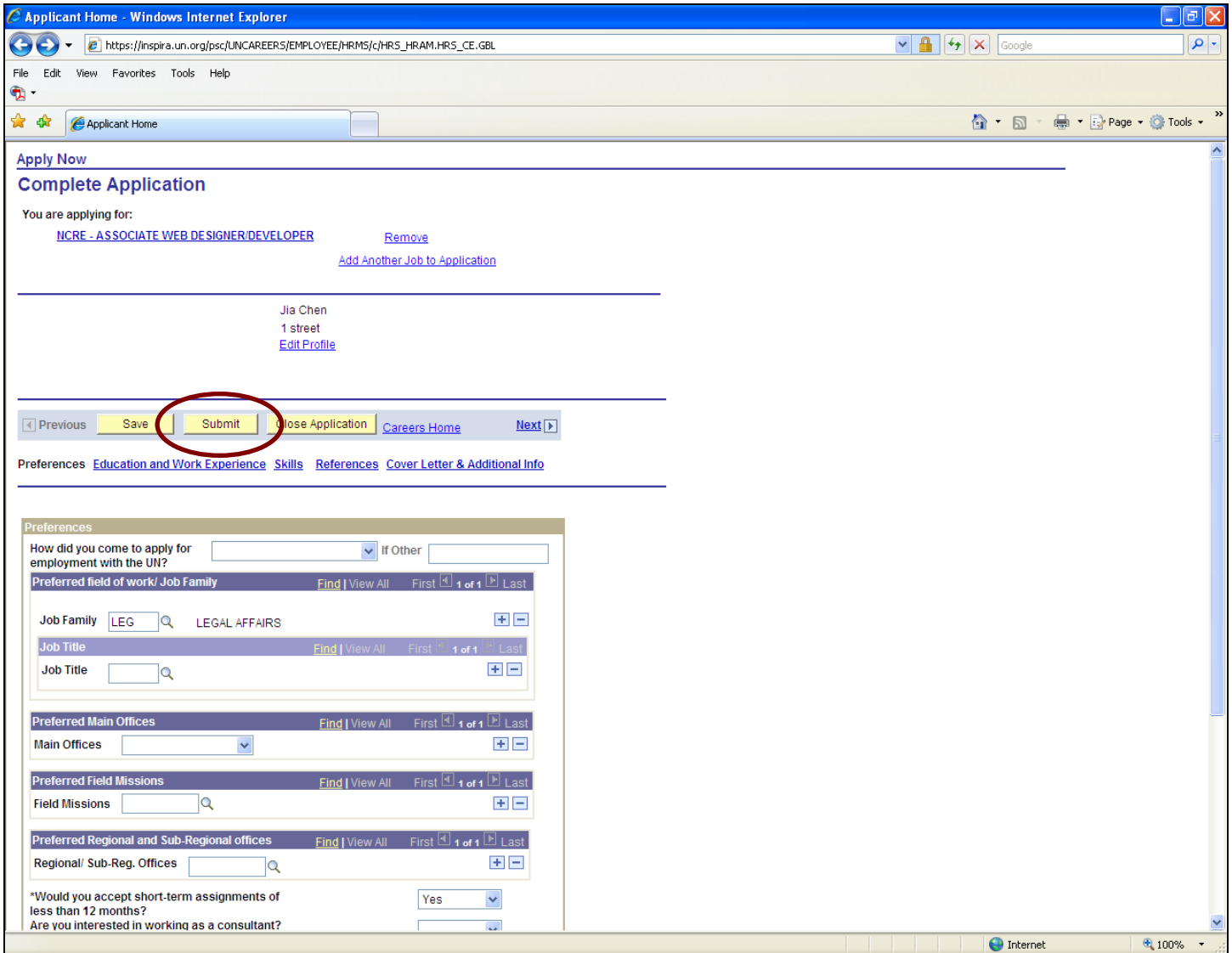
I wish to continue

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 [Return to Previous Page](#)

## Step 15:

Complete the application in its entirety in one session. It is important to save frequently while doing so. Once your application is completed and reviewed, click on .

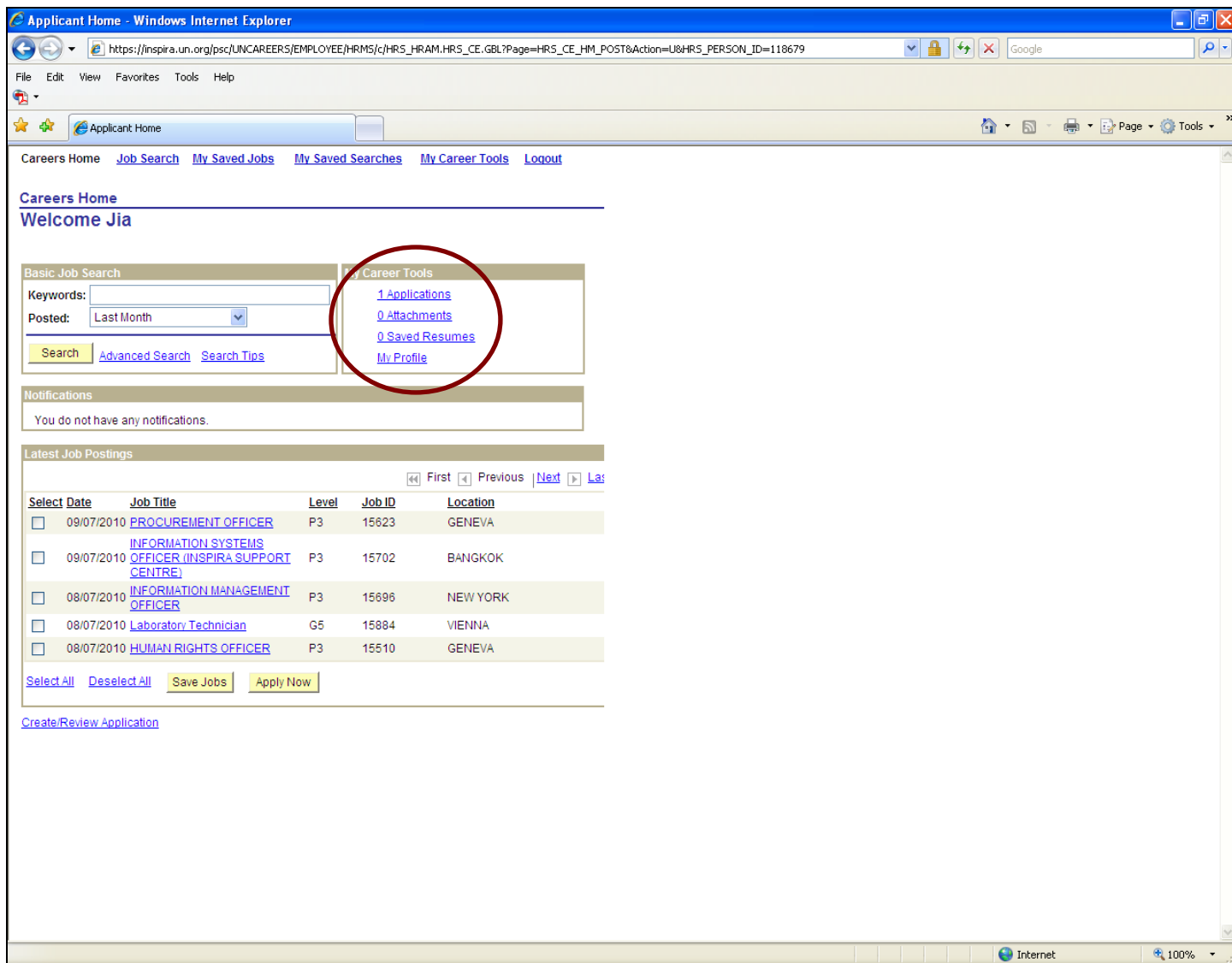


The screenshot shows a web browser window titled "Applicant Home - Windows Internet Explorer". The address bar displays the URL: [https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL](https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL). The page content includes:

- Apply Now** section with the heading **Complete Application**.
- Text: "You are applying for:" followed by a link for **NCRE - ASSOCIATE WEB DESIGNER/DEVELOPER** and a **Remove** link.
- A link: **Add Another Job to Application**.
- Text: "Jia Chen" and "1 street" with an **Edit Profile** link.
- A navigation bar with buttons: **Previous**, **Save**, **Submit** (circled in red), **Close Application**, **Careers Home**, and **Next**.
- Links for **Preferences**, **Education and Work Experience**, **Skills**, **References**, and **Cover Letter & Additional Info**.
- A **Preferences** section with the following fields:
  - How did you come to apply for employment with the UN? (Dropdown menu)
  - Preferred field of work/ Job Family: **LEG** (LEGAL AFFAIRS)
  - Job Title: (Empty search field)
  - Preferred Main Offices: (Dropdown menu)
  - Preferred Field Missions: (Empty search field)
  - Preferred Regional and Sub-Regional offices: (Empty search field)
  - \*Would you accept short-term assignments of less than 12 months? (Yes)
  - Are you interested in working as a consultant? (Dropdown menu)

## Step 16 :

Once you have submitted your application, you will be directed back to Careers Home and it will show that you have correctly sent an application.



The screenshot shows the 'Applicant Home' page in Internet Explorer. The browser address bar displays the URL: [https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HRM\\_HRAM\\_HRS\\_CE.GBL?Page=HRS\\_CE\\_HM\\_POST&Action=U&HRS\\_PERSON\\_ID=118679](https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HRM_HRAM_HRS_CE.GBL?Page=HRS_CE_HM_POST&Action=U&HRS_PERSON_ID=118679). The page features a navigation menu with links for 'Careers Home', 'Job Search', 'My Saved Jobs', 'My Saved Searches', 'My Career Tools', and 'Logout'. Below the navigation menu, the user is greeted with 'Welcome Jia'. The 'Basic Job Search' section includes a 'Keywords' input field, a 'Posted' dropdown menu set to 'Last Month', and a 'Search' button. To the right of the search section, the 'Career Tools' section contains links for '1 Applications', '0 Attachments', '0 Saved Resumes', and 'My Profile'. A red circle highlights the '1 Applications' link. Below the search and career tools sections, there is a 'Notifications' section stating 'You do not have any notifications.' and a 'Latest Job Postings' section with a table of job listings. The table has columns for 'Select', 'Date', 'Job Title', 'Level', 'Job ID', and 'Location'. The job listings are as follows:

Select	Date	Job Title	Level	Job ID	Location
<input type="checkbox"/>	09/07/2010	<a href="#">PROCUREMENT OFFICER</a>	P3	15623	GENEVA
<input type="checkbox"/>	09/07/2010	<a href="#">INFORMATION SYSTEMS OFFICER (INSPIRA SUPPORT CENTRE)</a>	P3	15702	BANGKOK
<input type="checkbox"/>	08/07/2010	<a href="#">INFORMATION MANAGEMENT OFFICER</a>	P3	15696	NEW YORK
<input type="checkbox"/>	08/07/2010	<a href="#">Laboratory Technician</a>	G5	15884	VIENNA
<input type="checkbox"/>	08/07/2010	<a href="#">HUMAN RIGHTS OFFICER</a>	P3	15510	GENEVA

At the bottom of the job postings table, there are links for 'Select All', 'Deselect All', 'Save Jobs', and 'Apply Now'. Below the table, there is a link for 'Create/Review Application'. The browser status bar at the bottom shows 'Internet' and '100%' zoom level.

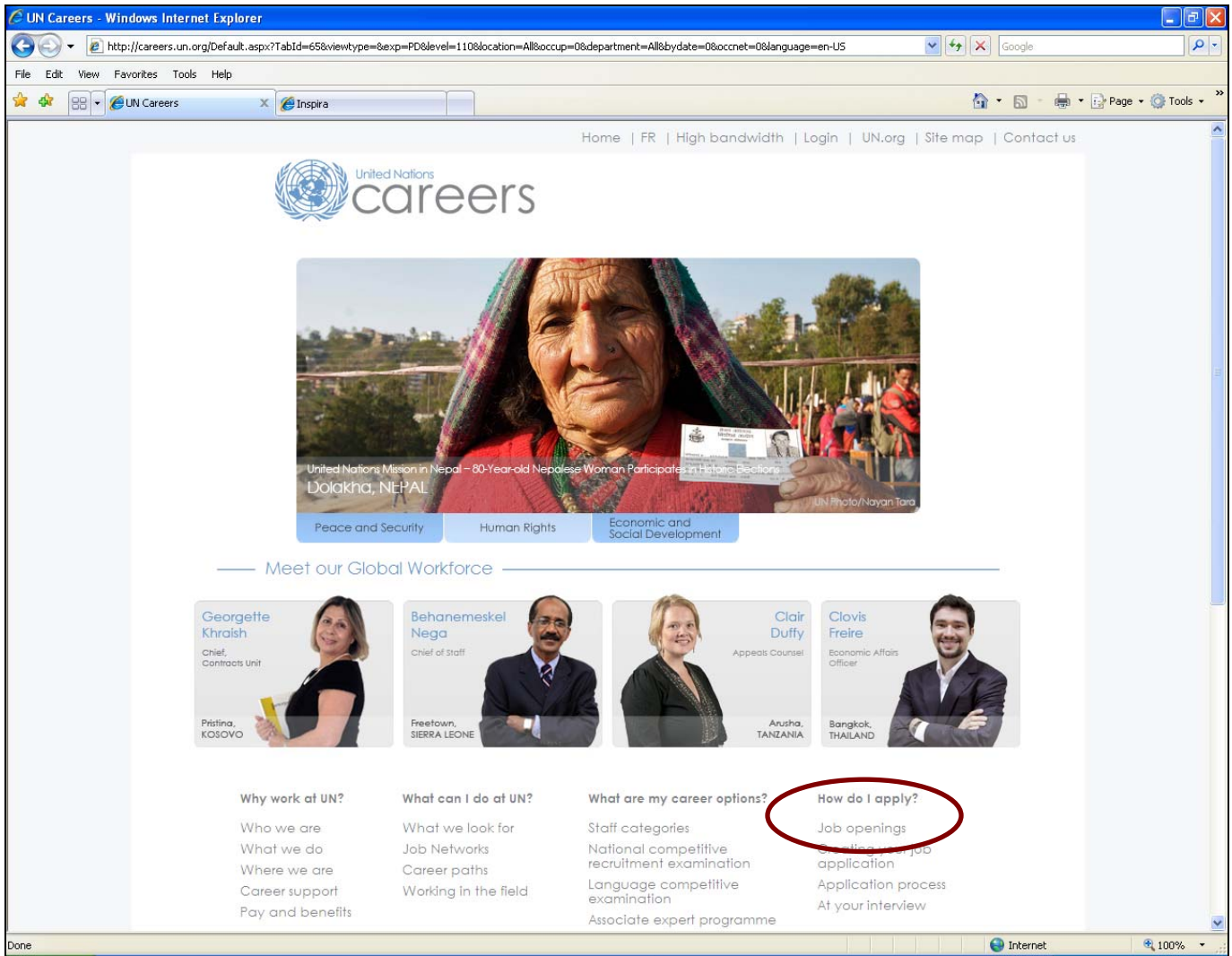
### **NOTE:**

Submit your application as early as possible and before 19 September 2010. You will receive an e-mail acknowledgement confirming successful submission of your application for the NCRE job opening.

# OPTION 2

Step 1:

Go to the Careers Portal : <http://careers.un.org>. Click on Job opening under the column “**How to apply?**”, and click on the link “**Job openings**”.



## Step 2 :

By clicking on Job openings, it will lead you to the full list of Jobs offered by the United Nations. Go to the "[Search for Job Openings](#)" function at the bottom of the page.

The screenshot shows a web browser window displaying the UN Careers website. The page lists various job openings with columns for job title, grade, department, location, and date. Below the list is a search filter section with dropdown menus for Category, Level, Job Network, and Job Family, along with Search and Reset buttons. A red circle highlights the "Search Job Openings" link. At the bottom, there are navigation links: "Why work at the IIN?", "What can I do at the IIN?", "What are my career options?", and "How do I apply?".

Job Title	Grade	Department	Location	Date		
<a href="#">Movement Control Officer</a>	P-3	Management and Operations Support	Logistics	Field Missions	Multiple D/S	21/08/2010
<a href="#">Movement Control Officer</a>	P-4	Management and Operations Support	Logistics	Field Missions	Multiple D/S	21/08/2010
<a href="#">Chief Movement Control</a>	P-5	Management and Operations Support	Logistics	Field Missions	Multiple D/S	21/08/2010
<a href="#">Engineer</a>	P-3	Management and Operations Support	Engineering	Field Missions	Multiple D/S	29/07/2010
<a href="#">Chief Engineer</a>	P-4	Management and Operations Support	Engineering	Field Missions	Multiple D/S	29/07/2010
<a href="#">Engineer</a>	P-4	Management and Operations Support	Engineering	Field Missions	Multiple D/S	29/07/2010
<a href="#">Chief, Global Report Section, P-5</a>	P-5	Management and Operations Support	Administration	United Nations Human Settlements Programme	Nairobi	17/07/2010
<a href="#">Interpreter</a>	P-3	Conference Management	Conference Services	Department of Economic and Social Affairs	Phnom-Penh	14/07/2010
<a href="#">INVESTMENT OFFICER (FIXED INCOME)</a>	P-4	Management and Operations Support	Administration	United Nations Joint Staff Pension Fund	New York	11/07/2010
<a href="#">INVESTMENT OFFICER (REAL ESTATE)</a>	P-4	Management and Operations Support	Administration	United Nations Joint Staff Pension Fund	New York	11/07/2010

Search Job Openings

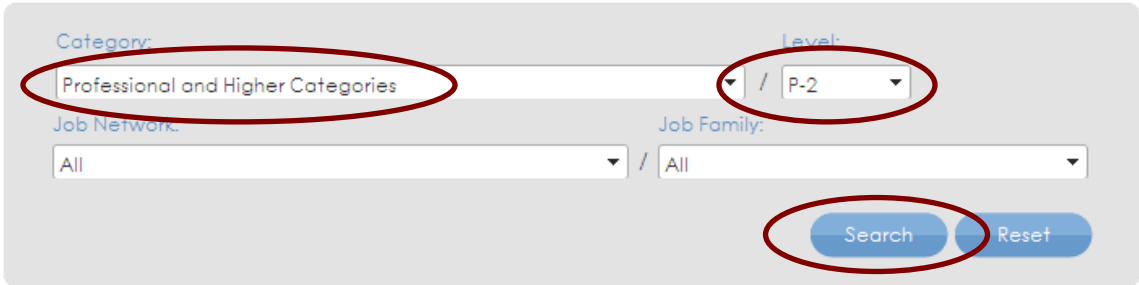
Category: All / Level: All  
Job Network: All / Job Family: All  
Search Reset

To receive Job alerts you first have to [register as user/login](#). Once you're logged into the system, go to [Job Search](#) or [Advanced Search](#). From there you can save your job search criteria to create a Job alert. You will then receive e-mails once job openings that match your criteria are posted.

Why work at the IIN? What can I do at the IIN? What are my career options? How do I apply?

### Step 3:

Select "**Professional and Higher Categories**" in the "Category" section and then choose "**P-2**" in the "Level" section of the search function. And click **Search**.



The screenshot shows a search interface titled "Search Job Openings". It features four dropdown menus: "Category" (set to "Professional and Higher Categories"), "Level" (set to "P-2"), "Job Network" (set to "All"), and "Job Family" (set to "All"). There are "Search" and "Reset" buttons at the bottom right of the form. Red circles highlight the "Professional and Higher Categories" dropdown, the "P-2" dropdown, and the "Search" button.

**J** To receive Job alerts you first have to [register as user/login](#). Once you're logged into the system, go to [Job Search](#) or [Advanced Search](#). From there you can save your job search criteria to create a Job alert. You will then receive e-mails once job openings that match your criteria are posted.

## Step 4:

There will be two pages of NCRE Job openings. It is strongly encouraged that you to consult the link [“Creating your job application”](#) before you submit an application.

UN Careers - Windows Internet Explorer

http://careers.un.org/UNCareers/tabid/65/viewtype/S3/exp/PD/level/110/location/All/occup/0/department/All/bydate/0/ocnet/0/language/en-US/Default.aspx

Home | FR | High bandwidth | Login | UN.org | Site map | Contact us

### United Nations careers

#### Job openings

Applications from women candidates are strongly encouraged as the United Nations supports gender equality in the workplace. The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts. Applicants who are seriously **being considered for a position** will be contacted for an interview. For information on how to fill out your application, please go to [Creating your job application](#).

Job Title	Level	Job Network	Job Family	Department/Office	Location	Deadline
<a href="#">ASSOCIATE ECONOMIC AFFAIRS OFFICER</a>	P-2	Economic and Social Development	Economic Affairs	Office of Human Resources Management	New York	19/09/2010
<a href="#">NCRE-ASSOCIATE ECONOMIC AFFAIRS OFFICER</a>	P-2	Economic and Social Development	Economic Affairs	Office of Human Resources Management	New York	19/09/2010
<a href="#">NCRE-ASSOCIATE POPULATION AFFAIRS OFFICER</a>	P-2	Economic and Social Development	Statistics	Office of Human Resources Management	New York	19/09/2010
<a href="#">NCRE - ASSOCIATE LEGAL OFFICER</a>	P-2	Legal	Legal Affairs	Office of Human Resources Management	New York	19/09/2010
<a href="#">NCRE - ASSOCIATE WEB DESIGNER/DEVELOPER</a>	P-2	Management and Operations Support	Administration	Office of Human Resources Management	New York	19/09/2010
<a href="#">NCRE-ASSOCIATE ADMINISTRATIVE OFFICER</a>	P-2	Management and Operations Support	Administration	Office of Human Resources Management	New York	19/09/2010
<a href="#">NCRE-ASSOCIATE STATISTICIAN</a>	P-2	Management and Operations Support	Administration	Office of Human Resources Management	New York	19/09/2010
<a href="#">NCRE - ASSOCIATE HUMAN RIGHTS OFFICER</a>	P-2	Political, Peace and Security	Human Rights	Office of Human Resources Management	New York	19/09/2010
<a href="#">NCRE - ASSOCIATE RADIO PRODUCER (Arabic, Chinese and French)</a>	P-2	Public Information and External Relations	Public Information	Office of Human Resources Management	New York	19/09/2010
<a href="#">NCRE-ASSOCIATE SECURITY OFFICER</a>	P-2	Safety and Security	Security	Office of Human Resources Management	New York	19/09/2010

Sort By: Select

UN Careers - Windows Internet Explorer

http://careers.un.org/UNCareers/tabid/65/viewtype/S3/exp/PD/level/110/location/All/occup/0/department/All/bydate/0/ocnet/0/language/en-US/Default.aspx

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Job Title	Level	Job Network	Job Family	Department/Office	Location	Deadline
<a href="#">NCRE - ASSOCIATE ECONOMIC AFFAIRS OFFICER</a>	P-2	Economic and Social Development	Economic Affairs	Office of Human Resources Management	New York	19/09/2010
<a href="#">ASSOCIATE LEGAL OFFICER</a>	P-2	Legal	Legal Affairs	United Nations Secretariat	The Hague	31/08/2010
<a href="#">ASSOCIATE LEGAL OFFICER</a>	P-2	Legal	Legal Affairs	United Nations Secretariat	The Hague	27/08/2010

Sort By: Select

Search Job Openings

Category: Professional and Higher Categories / Level: P-2

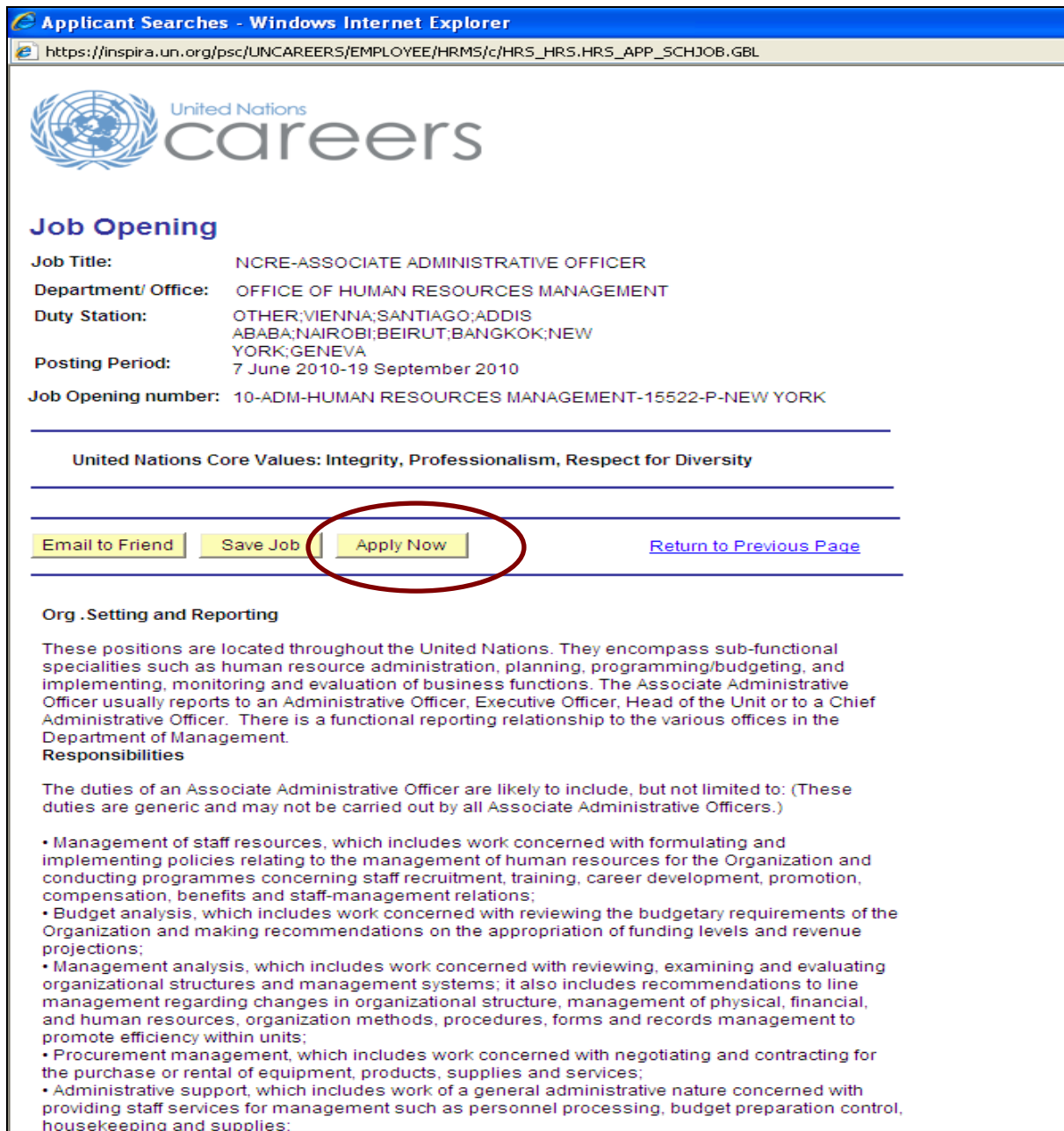
Job Network: All / Job Family: All

Search Reset

To receive Job alerts you first have to [register as user/login](#). Once you're logged into the system, go to Job Search or Advanced Search. From there you can save your job search criteria to create a Job alert. You will then receive e-mails once Job openings

## Step 5:

Once you select the job opening you are interested in applying, you will be directed to the Job opening details. Click on the “**Apply Now**” button.



The screenshot shows a web browser window titled "Applicant Searches - Windows Internet Explorer" with the URL "https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HR5\_HRS.HRS\_APP\_SCHJOB.GBL". The page features the United Nations logo and the text "United Nations careers".

### Job Opening

**Job Title:** NCRE-ASSOCIATE ADMINISTRATIVE OFFICER  
**Department/ Office:** OFFICE OF HUMAN RESOURCES MANAGEMENT  
**Duty Station:** OTHER;VIENNA;SANTIAGO;ADDIS ABABA;NAIROBI;BEIRUT;BANGKOK;NEW YORK;GENEVA  
**Posting Period:** 7 June 2010-19 September 2010  
**Job Opening number:** 10-ADM-HUMAN RESOURCES MANAGEMENT-15522-P-NEW YORK

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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[Email to Friend](#) | [Save Job](#) | [Apply Now](#) | [Return to Previous Page](#)

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#### Org .Setting and Reporting

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The duties of an Associate Administrative Officer are likely to include, but not limited to: (These duties are generic and may not be carried out by all Associate Administrative Officers.)

- Management of staff resources, which includes work concerned with formulating and implementing policies relating to the management of human resources for the Organization and conducting programmes concerning staff recruitment, training, career development, promotion, compensation, benefits and staff-management relations;
- Budget analysis, which includes work concerned with reviewing the budgetary requirements of the Organization and making recommendations on the appropriation of funding levels and revenue projections;
- Management analysis, which includes work concerned with reviewing, examining and evaluating organizational structures and management systems; it also includes recommendations to line management regarding changes in organizational structure, management of physical, financial, and human resources, organization methods, procedures, forms and records management to promote efficiency within units;
- Procurement management, which includes work concerned with negotiating and contracting for the purchase or rental of equipment, products, supplies and services;
- Administrative support, which includes work of a general administrative nature concerned with providing staff services for management such as personnel processing, budget preparation control, housekeeping and supplies;

**Step 6:**

If you are not registered yet, click on "**Register Now**" and complete the registration.

*NOTE: All fields marked with an asterisk are required fields*

The screenshot shows a web browser window titled "Applicant Home - Windows Internet Explorer". The address bar contains the URL: [https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HR5\\_HRAM.HRS\\_CE.GBL?Page=HR5\\_APP\\_LOGIN\\_EXP&Action=A8](https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HR5_HRAM.HRS_CE.GBL?Page=HR5_APP_LOGIN_EXP&Action=A8). The browser menu includes File, Edit, View, Favorites, Tools, and Help. A single tab titled "Applicant Home" is open. The main content area features the United Nations logo and the text "United Nations careers". Below this is a "Login" heading. A link for "UN Secretariat staff members" is provided: [UN Secretariat Staff Members \(Login\)](#). A login form contains two input fields: "User Name:" and "Password:". Below the form are three links: "Login", "Login Help", and "Register Now", with the latter circled in red. A notice at the bottom states: "The United Nations Secretariat is transitioning to a new online recruitment system. During this transition period, both the previous Galaxy recruitment system and the new system will run in parallel. Galaxy is used for job openings in Field Missions (peacekeeping and special political missions) as well as job openings in the rest of the Secretariat that were posted prior to 22 April 2010. [Click here to log in to the Galaxy recruitment system.](#)"

**Step 7:**

Complete the registration information. Remember your username and password.

Applicant Home - Windows Internet Explorer  
https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HR5\_HRAM.HRS\_CE.GBL

## Register

Enter your new user name and password.

**Enter Registration Information**

\*User Name


\*Password

\*Confirm Password

\*First Name

\*Last Name

\*Primary Email ID

\*Date of Birth  

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[Return to Previous Page](#)

**Step 8:**

If you have completed your registration, enter your “User Name” and “Password”.



For the next steps, please refer to OPTION 1 Step 10 on page 14 of this guide.