

EMPLOYMENT OPPORTUNITIES WITH THE UNITED NATIONS

INTRODUCTION

In order to function effectively as a global organization, the United Nations Secretariat has a continuing need for competent and dedicated staff. While it is impossible to list in detail the different types of positions for which the Organization recruits, the major categories of staff and the occupations represented in the Organization are described in this fact-sheet.

The Charter of the United Nations contains the principle of equality of men and women. Accordingly, the General Assembly has set out clear directives aimed at promoting the appointment of women to Professional posts as one of the main objectives of the recruitment policy, with a view to achieving a more equitable balance between men and women in the Secretariat. The United Nations also welcomes the increased participation of women experts and consultants in its technical cooperation programmes.

As the mandatory retirement age for staff appointed since January 1990 is sixty-two, it is the general policy of the United Nations not to appoint persons who have reached or are approaching this age. This provision, however, does not apply to experts and consultants under the technical cooperation programmes.

If on the basis of this information, you wish to be considered as a potential candidate, you are strongly encouraged to review the list of current jobs opportunities at <http://jobs.un.org> and to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement.

A. TECHNICAL ASSISTANCE EXPERTS

The United Nations programmes of technical cooperation are administered by the United Nations and its specialized agencies in co-operation with the United Nations Development Programme (UNDP). Requests from developing countries for technical assistance are distributed among the participating organizations on the basis of their main fields of specialization.

The United Nations Secretariat is concerned with the areas of economic development, population, human settlements, statistics, natural resources, transportation, public administration, trade and development, environment and other technical fields that are not the specific concern of the specialized agencies. Generally, the requests are for senior advisers. Experts are normally required to have reached a high professional standing after long experience in their fields of specialization. Candidates who are relatively junior or who do not have long experience in their fields are seldom selected. Interested candidates should contact:

*Technical Assistance Recruitment
and Administrative Service
Room DC1-1208
United Nations
New York, NY 10017
Fax. (212) 963-1272*

B. PROFESSIONAL CATEGORY

Vacancies in the Professional category call for persons with professional qualifications in fields related to the work of the United Nations. In filling these vacancies, which may be at Headquarters or any other established office throughout the world, special attention is paid to the development and maintenance of a proper balance among Member States, some of which have few or none of their nationals on the Professional staff of the United Nations Secretariat. As a rule, entry-level posts are filled

through competitive recruitment examinations and interviews organized on a rotational basis for nationals of inadequately represented Member States.

Candidates for posts in the Professional category are expected to have an advanced university degree in addition to the relevant professional experience. Vacancies occur with varying degrees of frequency in the following occupations:

Administration

Positions in the field of administration provide a variety of day-to-day support services for the substantive activities of the Organization. Staff in this occupational group is involved in the planning and management of human and material resources, in the recruitment and training of staff and in the administration of personnel matters. Staff members liaise with programme managers and financial planners, as well as secure a wide range of goods and services required by the United Nations.

Economics

Positions in the field of economics include a wide variety of specializations, such as designing and conducting research in several economic areas; developing economic models for long-range forecasting; planning, developing and monitoring technical assistance projects. An increasingly prominent area of activity is in the field of sustainable development and capacity-building.

Information Systems and Technology

Positions in this occupation relate to a wide range of assignments in the areas of data processing, telecommunications and infrastructure support. These assignments consist of feasibility studies, systems analysis, systems development and implementation, local and wide-area network implementation and support, electronic messaging, setting of hardware and software standards, and operations support.

Finance

Positions in the field of finance relate to a wide range of specializations, such as accounting, auditing, financial analysis, and treasury. Staff in the accounting field performs accounting functions for the regular budget as well as the peace-keeping budget of the United Nations and a variety of trust funds. Auditors are responsible for audit functions for the full range of United

Nations activities. Financial analysts provide information and advice, and respond to inquiries on financial matters to the major bodies of the United Nations and to Member States.

Language and related work

Positions in this occupation group are found in the following areas: translation, interpretation, editing, verbatim reporting, and proofreading in the six official languages which are: Arabic, Chinese, English, French, Russian and Spanish. The services of interpreters are needed in the meetings of all UN bodies. Proficient in at least three official languages, interpreters are put to the test every day as they quickly and accurately convert statements from one language to another, often without the benefit of the written text. Translators are also required to be proficient in three languages and work on reports, resolutions and official communiqués in social, political, technical, financial and other fields. Teams of verbatim reporters prepare written records of meetings of the most important UN organs. Editors ensure the accuracy and conformity of documents and publications to UN style and form. Terminologists establish and ensure the application of UN terminological standards, while copy preparers and proofreaders are responsible for the typographic processing of United Nations documents and publications (including those produced by computer-assisted processes) and for their accuracy and compliance with UN publishing standards, spelling conventions, etc.

Legal and related work

Positions in this field require experience in a wide range of specializations in law and may be involved in one or more of the following activities: preparation of opinions and studies on the interpretation of the United Nations Charter and the rules of international law; progressive development, codification and harmonization of international law; providing advice on commercial matters dealing with claims of an international or a private law character; responding to the needs of the Member States in dealing with legal, political, economic, scientific, technical and environmental aspects of the law of the sea and marine affairs; representation of the Secretary-General before the International Court of Justice and in the settlements of claims.

Library

Services include management of an archival collection of United Nations documents and publications in print and electronic formats, production of databases and reference service to a wide range of clients. The information produced and provided by library staff is used by delegates, Permanent Missions, United Nations staff members, as well as by specialized researchers, while enabling all librarians in the United Nations system to function as a user-oriented network. The UN libraries also support the world-wide network of depository libraries, which assist in disseminating United Nations information.

Public information

Positions in the field of public information involve a wide range of activities including writing United Nations press releases and information materials in print and online formats; providing coverage for delegations, the media and non-governmental organizations at Headquarters and around the world of United Nations meetings, conferences, and programmes; producing publications, radio, television, video, and photographic products that are thematically integrated. Other major activities comprise the handling of promotional campaigns and media coverage of international conferences and observances, special events, conducting public tours and responding to public inquiries.

Social development

Positions in this field comprise a wide range of assignments concerned with a variety of social and humanitarian areas, such as crime prevention, criminal justice, narcotics control, institutional development and popular participation, social integration and welfare, promotion of equality of men and women, rural development, as well as issues of importance to youth, the aging, and the disabled. Demography and population science are other important areas in this field. An increasingly prominent area of activity is the field of environmental protection.

Statistics

Positions in this field contribute to the overall availability and use of relevant, timely and reliable statistics for national and international planning and action. They also contribute to the development, expansion, improvement and maintenance of cost-effective statistical capabilities through the formulation and the improvement of sound statistical

methodologies. Furthermore, assignments in this area are responsible for enhancing the collection and dissemination of statistics in numerous fields, promoting the coordination of international statistical work, and producing the international statistical series, which includes: national accounts, prices, international trade, population, social indicators, environment, industry, energy, transport, and housing.

For a current listing of vacancies, please visit the following website: <http://jobs.un.org>. All applicants for professional category are strongly encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement.

For further assistance, you should contact:

*Professional and above Staffing Section
Room S-2500
United Nations
New York, NY 10017
Tel. (212) 963-1090
Fax. (917) 367-0524
E-mail: staffing@un.org*

RECRUITMENT OF YOUNG PROFESSIONALS THROUGH COMPETITIVE EXAMINATIONS

NATIONAL COMPETITIVE EXAMINATIONS: Junior professionals (P2) are recruited through National Competitive Recruitment Examinations. The examinations are organized as a matter of priority in countries that are inadequately represented among the staff of the Secretariat. The examinations are administered in a number of occupational groups, including administration, economics, information systems and technology, finance, legal affairs, library, political affairs, public information, social development, and statistics. In order to qualify for P2 positions, a candidate must possess a first-level university degree and be 32 years of age or younger. Fluency in either English or French is required. All those who meet these criteria and believe in the purposes and ideals of the United Nations are encouraged to apply.

Interested candidates should contact:

*United Nations
Examinations and Tests Section
Staff Development Services
Specialist Services Division*

Office of Human Resources Management
Room S-2590
New York, NY 10017
Fax. (212) 963- 3683

LANGUAGE EXAMINATIONS: Examinations are held to establish a roster of qualified candidates from which to fill language positions. The frequency of the examinations varies according to the needs of the Organization. Candidates for translator positions are required to translate from at least two of the six official languages (Arabic, Chinese, English, French, Russian and Spanish). Candidates for interpreter positions are required to interpret simultaneously into one of the six official languages and must have full auditory comprehension of at least two other official languages. Additional information on language examinations can be accessed at: <http://www.un.org/Depts/OHRM/examin/exam.htm>

Interested candidates should contact:

*United Nations
Language Examinations
Operational Services Division
Office of Human Resources Management
Room S-2410I
New York, NY 10017*

RECRUITMENT FOR MIDDLE AND HIGHER LEVEL POSTS

It is the general policy of the United Nations to announce all vacancies other than those at the entry level. In filling these vacancies, special efforts are made to recruit from as wide a geographic area as possible, in order to achieve equitable representation among Member States. To be considered for these posts, candidates must possess an advanced university degree, in addition to relevant professional experience. Normally, a minimum of six years of professional experience is required. Information on currently vacant positions is available at Headquarters, United Nations Information Centres throughout the world and other offices of the United Nations family (e.g. UNDP, UNHCR, UNICEF). Moreover, information may be obtained from the Foreign Ministry of the respective Member States and certain educational and/or professional institutions (e.g. universities, women's associations, etc.). In order to identify the best and the brightest, the Organization utilizes competitive recruitment methods such as assessment centres. The Secretariat maintains a

computerized roster of qualified candidates for these posts.

Information on currently vacant positions is also available at <http://jobs.un.org>. Candidates are strongly encouraged to review the list of current jobs opportunities and to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement.

For further assistance, you should contact:

*Professional and above Staffing Section
Room S-2500
United Nations
New York, NY 10017
Tel. (212) 963-1090
Fax. (917) 367-0524
E-mail: staffing@un.org*

RECRUITMENT FOR PEACEKEEPING OPERATIONS

In order to fulfill its primary peacekeeping role, the United Nations is involved in a number of missions established in different regions of the world, known as United Nations peacekeeping operations. Aside from the widely known "blue helmets", which are military forces provided directly by the Member States of the United Nations, these operations also rely on civilian staff for a wide variety of functions ranging from monitoring the observance of human rights to managing human or material resources. These operations provide significant opportunities for a number of professionals with a variety of professional backgrounds.

In general, positions are offered in the following fields: political affairs, legal affairs, human rights, election monitoring, humanitarian assistance, public information, general administration, procurement, logistics, civil engineering, and electronic data processing.

Qualifications

The United Nations seeks professionals with proven track records in one of the above-mentioned fields. Minimum requirements for mission service are an advanced university degree or its equivalent in a relevant discipline, four years of relevant professional experience and fluency in English and/or French. Fluency in additional languages, such as Arabic, Portuguese, Russian or Spanish, as well as working

experience in developing countries, constitutes a definite advantage.

Applicants must be in excellent health and prepared to work in hardship areas under difficult and sometimes dangerous conditions. They must also be available at short notice. It should be noted that most missions are classified as "non-family" duty stations. The compensation package includes salary and an appropriate mission subsistence allowance, which has been established to cover living expenses while at that duty station.

The United Nations Office of Human Resources Management maintains a computerized roster on which candidatures are kept active for assignments to peacekeeping operations.

Interested applicants may obtain an application form from, or submit their curriculum vitae to, the following address:

*United Nations Personnel Management and Support Service
Office of Mission Support
Department of Peace Keeping Operations
DC1-928
New York, NY 10017, USA
Fax. (212) 963-0664
Tel. (212) 963-6114*

PROJECT PERSONNEL

The United Nations programmes of technical cooperation are administered by the United Nations and the specialized agencies in cooperation with the United Nations Development Programme. Requests from developing countries for technical assistance are distributed among the participating organizations on the basis of their main fields of specialization.

The UN Secretariat is concerned with the areas of economic development, social development, population, human settlements, statistics, natural resources, transportation, public administration, trade and development, environment, and other technical fields. Generally, the requests are for senior advisers. Experts are required to have reached a high professional standing after long experience in their fields of specialization.

Interested candidates should contact:

*United Nations
Project Personnel Management
and Training Service
Room DC1-1418
New York, NY 10017, USA*

C. FIELD SERVICE

This is a corps responsible for servicing the various United Nations field missions. Its personnel are subject to rotation from mission to mission in any part of the world, sometimes at short notice. In addition, the local conditions of some of the duty stations require that the staff not be accompanied by their families. The Field Service comprises five main occupational groups: security officers, vehicle/generator mechanics, radio technicians, radio operators, and electrician/refrigeration mechanics. Applicants should be between the ages of 23 and 40.

Interested candidates should contact:

*United Nations
Personnel Management and Support Service
Office of Mission Support
Department of Peacekeeping Operations
DC1-928
New York, NY 10017
Fax. (212) 963-0664
Tel. (212) 963-6114*

D. GENERAL SERVICE

Vacancies in this category occur in the following occupational groups:

a. Secretarial and clerical positions

There is frequent need for secretaries to fill temporary vacancies in the Organization. One of the requirements for secretarial posts is a minimum typing speed of 50-55 words per minute, with preference given to applicants with the ability to use word-processing equipment and to those who are bilingual (English plus French or Spanish).

b. Text Processors

There is a special need for high-speed text processors in the six official languages (Arabic, Chinese, English, French, Russian, and Spanish) working in large typing pools. Text processors, using word-processing equipment, help produce official documents of the United Nations. They are required to type from direct dictation or to transcribe from sound-recording machines. They are also required to work night shifts, as well as overtime, for which they are entitled to additional compensation.

Applicants for these positions must be experienced word processors with a typing speed of more than 55 words per minute.

c. *Accounting and statistical clerks*

Vacancies occur infrequently in these occupations and applicants must have all the appropriate training and relevant experience in these fields. Exams are held periodically to establish a roster from which posts are filled as vacancies occur.

Educational requirements. All applicants must have completed secondary education. Accounting and statistical clerks normally should have a relevant undergraduate degree.

Pre-recruitment tests. Candidates must have successfully passed the required general aptitude test and/or typing tests before they may be considered for recruitment. The tests are held at the United Nations Headquarters in New York. Applicants living outside the New York metropolitan area, who wish to take these tests, must pay their own travel expenses.

Roster of candidates. A roster is maintained of those who are successful in the tests for specific occupations. These candidates are considered as vacancies occur in the occupations for which they are found suitable. *It is important to note that success in any of the tests does not guarantee an offer of appointment; it only ensures consideration as vacancies arise.*

Visa status. Applicants for positions at United Nations Headquarters, who are not United States citizens or permanent residents, must hold a current United States visa issued by the competent United States authorities. In addition, all non-United States citizens must have a valid passport issued by their national authorities. Before starting work, all candidates recruited for posts in the General Service category at Headquarters, who do not have a United States passport or permanent resident visa, must have their visa status changed to the one issued to staff members of international organizations.

Interested candidates should contact:

General Service & Related Categories Staffing Unit
Operational Services Division
Office of Human Resources Management
New York, NY 10017
Tel: (212) 963 8876
E-mail: gsapplications@un.org

Please note that the General Service staff of each major office away from Headquarters is recruited locally, that is, from the area in which the particular office is located.

E. SECURITY AND SAFETY

Vacancies in this category are normally filled during an annual recruitment campaign. Candidates should be between the ages of 22 and 32, hold a high-school diploma, be in excellent physical condition, and have at least two years' experience with a civilian police force, or three years in the military police. Candidates holding a degree in criminal justice with a minimum of 18 months' experience in the security field will also be considered.

The same US visa status rules and restrictions described in section D above are applicable to this category of staff.

Interested candidates should contact the General Service Staffing & Related Categories Staffing Unit at the address stated in Section D.

F. TRADES AND CRAFTS

The services of printing press operators are normally required for short-term periods only when the General Assembly is in session. From time to time, positions also become available in building management, which encompasses different areas of work, such as plumbing, air-conditioning, carpentry, general maintenance, etc. The minimum education requirement for all these positions is a high-school diploma, and all candidates must be in excellent physical condition and possess the relevant experience in their specific trades. In addition, plumbers and air-conditioning mechanics are required to have a license issued by the City of New York.

The same U.S. visa status rules and restrictions described in section D above are applicable to this category of staff.

Interested candidates should contact the General Service & Related Categories Staffing Unit at the address stated in section D.

G. PUBLIC INFORMATION ASSISTANTS

Applicants for positions of Public Information Assistants, who conduct tours of the United Nations Headquarters buildings, must possess a minimum of 3 years post-secondary education. Recruitment is conducted at the United Nations Headquarters in New York, on a local basis. Applicants must be fluent in English and at least one other language, and must have a good speaking voice. A personal interview is required at Headquarters prior to recruitment. Applicants must pay their own expenses in connection with travel for the purpose of an interview.

The same U.S. visa status rules and restrictions described in section D. above are applicable to Public Information Assistants.

Interested candidates should contact the Guided Tours Unit (toursunhq@un.org).

H. INTERNSHIP PROGRAMME

The United Nations Headquarters Internship Programme is offered to graduate students with a view to promoting among the participants a better understanding of major problems confronting the world, as well as giving them an insight into how the United Nations attempts to find solutions to these problems. The programme consists of three two-month periods throughout the year: mid-January to mid-March (Spring Session), early June to early August (Summer Session), early September to end-October (Fall Session).

The United Nations has no provision in its budget to pay interns. Therefore, all costs connected with internships must be borne by the students concerned or by their sponsoring institutions or governments.

The programme is normally full-time, i.e., interns are expected to work five days a week (9:00 a.m. - 5:00 p.m.) in the department or office of the Secretariat which has selected them, carrying out their tasks under the supervision of a staff member.

To qualify for the United Nations Headquarters Secretariat Internship Programme, the following conditions must be met:

Applicants must be enrolled in a degree program in a graduate school (second university degree or

GENERAL INFORMATION

Languages: The working languages of the Secretariat are English and French. The official languages of the United Nations are Arabic, Chinese, English, French, Russian and Spanish.

Salary and benefits: The Organization offers attractive remuneration packages and benefits. Starting salaries are based upon academic and professional qualifications, as well as the level of the post. The base salary scales are set by the General Assembly. There is also a post adjustment element based on the cost of living and the rate of exchange of local currency vis-à-vis the United States dollar at each duty station.

Staff members are expected to serve at various duty stations during the course of their careers. Staff serving away from their home countries receive an assignment allowance. An education grant and dependency allowance is paid for each eligible child. Staff members may also be eligible for rental subsidy. Other benefits include: paid annual leave, sick leave and home leave; contributory health, dental and group life insurance coverage; and various shipping, travel and installation allowances related to appointments to and transfer between duty stations.

Staff members with regular appointments contribute to the United Nations Joint Staff Pension Fund. The monthly contribution is tied to salary level as determined by the United Nations General Assembly.

Diversity: Article 101 of the United Nations Charter stipulates that "The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible".

Moreover, the Charter contains the principle of equality of men and women as it relates to the recruitment of all staff. Accordingly, the General Assembly has set out clear directives aimed at promoting the appointment of women as one of the objectives of the recruitment policy, with a view to achieving a more equitable balance of men and women in the Secretariat, particularly in top management positions. In order to attain the latter goal, equally qualified women will be given preference in recruitment.

The United Nations also strongly encourages the participation of women experts and consultants in its technical cooperation programme.

higher) at the time of application and during the internship; or

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.

Undergraduates (for instance, students pursuing a Bachelor's degree) are not eligible.

Interested candidates should apply online:

<http://jobs.un.org>

You may also contact the Internship Programme directly:

Internship Programme
United Nations Headquarters
Office of Human Resources Management
Room S 2500 F
New York, NY 10017, USA
E-mail: OHRM_Interns@un.org
<http://www.un.org/Depts/OHRM/sds/internsh/index.htm>

I. SPECIALIZED AGENCIES

The Specialized Agencies (i.e., UNESCO, FAO, ILO, etc.) conduct their own recruitment programmes. Interested candidates should write to the appropriate agency for information concerning employment opportunities.

It should be noted that their clerical and secretarial staff are recruited locally from among the residents of the area in which a particular agency is located.

For a current listing of vacancies, please visit the following websites:

<http://jobs.un.org/> <http://icsc.un.org/>



This fact-sheet has been prepared by the Public Inquiries Unit, Department of Public Information, United Nations, New York, NY 10017; tel.: 212 963 4475; fax: 212 963-0071.

E-mail: inquiries@un.org
<http://www.un.org/geninfo/fag>