

How to apply

Virginia
CRAM-MARTOS

Director of the Trade and Timber Division,
Economic and Social Development Network

Duty Station: Geneva, Switzerland



Your application is
your **passport**
to a career with
the United Nations.



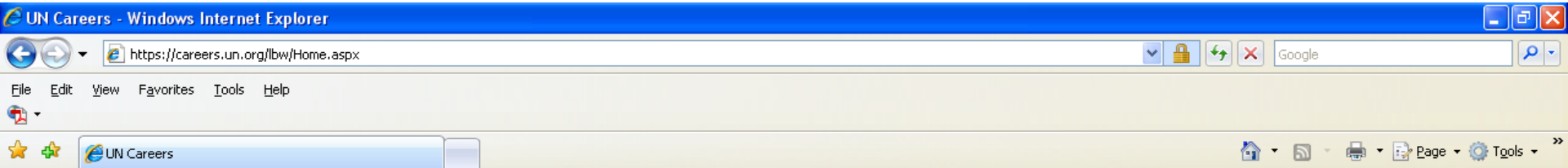
Application process

- Search for job openings
- Understand the position and location
- Create a profile and draft application
- Apply to a job opening
- Evaluation of the application
- Assessment exercise
- Competency-based interview
- Background checks
- Selection notification



Searching for job openings

<http://careers.un.org>



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
- Young professionals programme
- Language competitive examinations
- Associate expert programme
- Volunteer programme
- Internship programme
- Temporary jobs

How do I apply?

- Job openings
- Creating your job application
- Application process
- At your interview

Search Job Openings

Category: / Level:

Job Network: / Job Family:

Department/Office:

Duty Station: By date posted:

Stay Connected

Searching for job openings

<http://careers.un.org>



Job Openings

United Nations Secretariat is transitioning to a new online recruitment system. During the transition period, both the previous and the new system will run in parallel. When applying for a job, you will be automatically directed to the appropriate system. For information on how to apply for a job, go to [Application Process](#).

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.

Professional and higher categories	Field services		General services and related categories		National Professional Officers	Internship	
Job Title	Level	Job ID	Job Network	Job Family	Department/Office	Duty station	Deadline
Administrative Officer	P-3	425316	Management and Operations Support	Administration	Field Missions	Multiple D/S	29/07/2011
Legal Officer - Court Management	P-3	425315	Legal	Legal Affairs	Department of Economic and Social Affairs	Phnom-Penh	28/07/2011

↓

Duty Station: By date posted:



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.

You can create up to 5 Job Alerts

Searching for job openings


<http://careers.un.org>

Applicant Home - Windows Internet Explorer

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=19047

File Edit View Favorites Tools Help

Applicant Home



United Nations
careers

Job Opening

Job Title: Public Information Officer, P3
Department/ Office: DEPARTMENT OF PUBLIC INFORMATION
Duty Station: NEW YORK
Posting Period: 5 May 2011-4 July 2011
Job Opening number: 11-PUB-DEPT OF PUBLIC INFORMATION-19047-R-NEW YORK

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

[Email to Friend](#) [Save Job](#) [Apply Now](#)

Org. Setting and Reporting

This position is located in the Advocacy and Special Events Cluster in the Outreach Division of the Department of Public Information, and the incumbent reports to the Chief of the Cluster.

Responsibilities

Within delegated authority the Public Information officer is responsible for the following duties:

- Implements information programmes and projects to publicize UN priority issues and major events;
- Develops, plans and coordinates special events such as concerts, including the United Nations Day Concert, observances linked to commemorative days and years, global promotion initiatives, and other ad hoc projects;
- Interfaces with other parts of the Secretariat, including Office of Legal Affairs, Controller's Office, Department of Management, Department of General Assembly and Conference Management, Security and Protocol, as required, ensuring proper coordination and clearances for special events involving outside entities;

Done Internet 100%

Job Title: Public Information Officer, P3
Department/ Office: DEPARTMENT OF PUBLIC INFORMATION
Duty Station: NEW YORK
Posting Period: 5 May 2011-4 July 2011

Competencies

Professionalism:

- Knowledge of rules, regulations and policies relating the use of UN premises;
- Demonstrated ability to coordinate complex tasks among several entities;
- Evidence of ability to work under pressure and find creative solutions to practical challenges;
- Shows pride in work and in achievements; demonstrates professional competencies and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations;
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication:

- Speaks and writes clearly and effectively;
- Listens to others, correctly interprets messages from others and responds appropriately;
- Asks questions to clarify, and exhibits interest in having two-way communication;
- Tailors language, tone, style and format to match the audience;
- Demonstrates openness in sharing information and keeping people informed.

Planning & Organizing:

- Develops clear goals that are consistent with agreed strategies;
- Identifies priority activities and assignments; adjusts priorities as required;
- Allocates appropriate amount of time and resources for completing work;
- Foresees risks and allows for contingencies when planning;
- Monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in Public Relations, Communication, Journalism or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five years of progressively responsible experience in public information, journalism or related field. Experience in the organization and coordination of public or media events is required. Experience in designing communication/information campaigns is desirable.

Languages

English and French are working languages of the UN Secretariat. Fluency in English (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Assessment Method

A written substantive assessment and/or competency-based interview will be administered.



Specialized Agencies, Programmes, Related Organizations, Funds and Other UN entities

Structure and Organization - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UN <http://www.un.org/en/aboutun/structure/index.shtml> ☆ >> impact of the

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UN Structure and Organization

International Court of Justice

Secretariat

Specialized Agencies, Related Organizations, Funds, and other UN Entities

Specialized Agencies

- [Food and Agriculture Organization of the United Nations \(FAO\)](#)
- [International Civil Aviation Organization \(ICAO\)](#)
- [International Fund for Agricultural Development \(IFAD\)](#)
- [International Labour Organization \(ILO\)](#)
- [International Maritime Organization \(IMO\)](#)
- [International Monetary Fund \(IMF\)](#)
- [International Telecommunication Union \(ITU\)](#)
- [United Nations Educational, Scientific and Cultural Organization \(UNESCO\)](#)
- [United Nations Industrial Development Organization \(UNIDO\)](#)
- [Universal Postal Union \(UPU\)](#)
- [World Bank Group](#)

- [International Bank for Reconstruction and Development \(IBRD\)](#)
- [International Centre for Settlement of Investment Disputes \(ICSID\)](#)
- [International Development Association \(IDA\)](#)
- [International Finance Corporation \(IFC\)](#)
- [Multilateral Investment Guarantee Agency \(MIGA\)](#)

- [World Health Organization \(WHO\)](#)
- [World Intellectual Property Organization \(WIPO\)](#)
- [World Meteorological Organization \(WMO\)](#)
- [World Tourism Organization \(UNWTO\)](#)

Related Organizations

- * [International Atomic Energy Agency \(IAEA\)](#) ⁽³⁾
- * [Preparatory Commission for the Nuclear-Test-Ban Treaty Organization \(CTBTO\)](#) ⁽⁴⁾
- * [Organisation for the Prohibition of Chemical Weapons \(OPCW\)](#) ⁽⁴⁾
- [World Trade Organization \(WTO\)](#)

Secretariats of Conventions

- [Convention on the Rights of Persons with Disabilities](#)
- [United Nations Convention to Combat Desertification \(UNCCD\)](#)
- [United Nations Framework Convention on Climate Change \(UNFCCC\)](#)

UN Trust Funds

- * [United Nations Democracy Fund \(UNDEF\)](#) ⁽⁵⁾
- * [United Nations Fund for International Partnerships \(UNFIP\)](#) ⁽⁶⁾

Step 1: Go to <http://www.un.org/en/>

Step 2: Click on “Structure and Organization” on the main page

You will be able to access comprehensive links of agencies, programmes, organizations, funds and entities in the UN system



Before preparing your application

- **Understand the position and location**
- Improves your ability to position yourself to meet the needs of the hiring office
- Saves time and reduces frustration that results from applying for jobs not suited to your strengths, aspirations and personal circumstances



Register and sign in



inspira
Human Resources Gateway

[Register](#)

[Forgot your password?](#)

[Need help?](#)

[Français](#)

User ID:

Password:

Login

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](#).

Creating a profile & preparing an application *inspira*

Careers - Windows Internet Explorer

https://inspira.un.org/psp/PUNA1J/EMPLOYEE/HRMS/c/HRS_HRAM_EMP.HRS_CE.GBL?PORTALPARAM_PTCNAV=HC_F

Live Search

United Nations Intranet | BBC News - Home | Google | Careers

inspira Welcome JOHN ERICSON

Home | Worklist | Manuals | Contact us | Add to Favorites | Sign out

Favorites: Main Menu > Self Service > Recruiting Activities > Careers

Help

Your Profile Status: **100% Complete**

Careers Home	Job Search	My Profile	My Saved Searches & Job Alerts
✓ Personal Details	✓ UN Employment	✓ Family Details	✓ Nationality & Residence

My Profile > Personal Details

The profile pages contain your contact details including name, address, phone number and other relevant information. Changes made to your contact details on these pages will be updated on all of the jobs you have applied to.

Biographical Information

Name Prefix:	Mr
Given Name:	JOHN
Middle Name:	LEE
Family Name:	ERICSON
Other Name:	
Primary Email:	ericson@un.org
Alternate Email:	
Date of Birth:	12/01/1957
Gender:	Male

Telephone Numbers

Business Phone:	Home Phone:	212/557-0027
Cell Phone:		

Address Details

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Personal History Profile (PHP)

- Personal Information
- Education and publications
- Employment history
- Languages
- References



Personal History Profile (PHP) (Employment history)

Description of Duties

- Duties:
 - What you did in your job
- Describe your responsibilities with careful attention to the vacancy for which you are applying
- Use
 - Current job: present tense
 - Past job(s): past tense

Summary of Achievements

- Achievements:
 - How well did you do in your job
- Provide specific examples where you made an impact/contribution in the positions you have held



Cover Letter

- Describe how your experience, qualifications and competencies match the specific position
- You can distinguish yourself from other candidates by highlighting what makes you a good match for the position
- Structure
 - Open with a statement of interest
 - Summarize your qualifications, experience and competencies relating to the specific positions
 - Close with a brief recapitulation
- Make it impressive and customize it



Additional Tips

- The UN will first get to know you through your application/PHP
- Be truthful, accurate and specific
- Make your words count
- Prepare application/PHP offline using a word processor application (e.g. MS Word)
- Print application/PHP on screen or paper to proofread and review
- Save your applications



Thank you

Merci

شكرا

www.un.org

<http://careers.un.org>

谢谢

Gracias

Спасибо



[.com/UN.Careers](https://www.facebook.com/UN.Careers)

