



FACT SHEET: EMPLOYMENT OPPORTUNITIES

INTRODUCTION

The United Nations 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, we have compiled for you a list of the major categories and occupations represented in the Organization.

Candidates are 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.

Learn more: www.un.org/en/employment/

Job opportunities in the Organization: <http://careers.un.org>

Job opportunities in the UN System: <http://icsc.un.org/>

GENERAL INFORMATION

Age Limit

As the mandatory retirement age for staff appointed since January 1990 is 62, the United Nations does not appoint persons who have reached or are approaching this age. This, however, does not apply to experts and consultants under the technical co-operation programmes.

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

Starting salaries are based upon academic and professional qualifications, as well as the job entry level. The base salary scales are set by the General Assembly. There is also an 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 serving away from their home countries receive:

- assignment allowance
- education grant and dependency allowance for each eligible child
- rental subsidy, if eligible
- paid annual leave, sick leave and home leave
- contributory health, dental and group life insurance coverage
- 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.

INTERNSHIP PROGRAMME

The Internship 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). Normally it is 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:

- Must be enrolled in a degree program in a graduate school (second university degree or higher) at the time of application and during the internship;
- If pursuing 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.

All costs connected with internships must be borne by the students concerned or by their sponsoring institutions or governments.

Apply online: <http://jobs.un.org>]

Contact:

Internship Programme
United Nations Headquarters
Office of Human Resources Management
Room M-09025 D
New York, NY 10017, USA
E-mail: OHRM_Interns@un.org
<http://www.un.org/Depts/OHRM/sds/internsh/index.htm>

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.

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:

<http://careers.un.org>
<http://icsc.un.org/joblinks.asp>

FACT SHEET:

EMPLOYMENT OPPORTUNITIES: CATEGORIES AND OCCUPATIONS

TECHNICAL ASSISTANCE EXPERTS

The United Nations programmes of technical co-operation are administered by the United Nations and its specialized agencies in co-operation with the United Nations Development Programme (UNDP).

Generally, the requests from developing countries for technical assistance are for senior advisers. Experts are normally required to have reached a high professional standing after long experience in their fields of specialization.

Contact:

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

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 geographical balance among United Nations Member States. 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.

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:

Professional and above Staffing Section
Room M-09029
380 Madison Avenue
New York, NY 10017
Tel. (212) 963-1090
Fax. (917) 367-0524
E-mail: recruiter@un.org

Occupations:

Administration

Staff in this occupational group is involved in the planning and management of human and material resources and in the recruitment and training of staff. 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.

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.

- Interpreters are required to be proficient in at least three official languages
- 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.
- 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
- 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 handling promotional campaigns, writing 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 special events; producing publications, radio, television, video, and photographic products that are thematically integrated.

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, institutional development, social integration and welfare, gender equality, rural development, as well as issues of importance to youth, the aging, and the disabled. 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.

Recruitment of young professionals through competitive examinations

National competitive examinations

Junior professionals (P-2 level) 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 selected occupational groups. In order to qualify for P-2 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.

Contact:

United Nations
Examinations and Tests Section
Staff Development Services
Specialist Services Division
Office of Human Resources Management
Court Square Place
24-01 44th Road
Long Island City 11101-4605
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.

Learn more: <http://www.un.org/Depts/OHRM/examin/exam.htm>

Contact:

United Nations
Language Examinations
Operational Services Division
Office of Human Resources Management
Court Square Place
24-01 44th Road
Long Island City 11101-4605

Recruitment for middle and higher level posts

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 [<http://unic.un.org/>] 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 your country 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.

Information on currently vacant positions is also available at:
<http://careers.un.org>

For further assistance:

Professional and above Staffing Section
Room M-09029
380 Madison Avenue
New York, NY 10017
Tel. (212) 963-1090
Fax. (917) 367-0524
E-mail: recruiter@un.org

Recruitment for Peacekeeping Operations

Aside from the widely known "blue helmets", which are military forces provided directly by the Member States of the United Nations, peacekeeping 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.

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.

Learn more: www.un.org/en/peacekeeping/

Qualifications

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.

Request an application form or submit your curriculum vitae to:

United Nations Personnel Management and Support Service
Office of Mission Support
Department of Peace Keeping Operations
Room DC1-0928
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.

Generally, the requests from developing countries for technical assistance are for senior advisers. Experts are required to have reached a high professional standing after long experience in their fields of specialization.

Contact:

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

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.

Contact:

United Nations
Personnel Management and Support Service
Office of Mission Support
Department of Peacekeeping Operations
Room DC1-0928
New York, NY 10017
Fax. 212-963-0664
Tel. 212-963-6114

GENERAL SERVICE

Occupations

Text Processors

There is a special need for high-speed text processors to produce UN official documents in the six official languages (Arabic, Chinese, English, French, Russian, and Spanish). Requirements: type from direct dictation or to transcribe from sound-recording machines; work night shifts, as well as overtime, for which there is additional compensation. Applicants for these positions must be experienced word processors with a typing speed of more than 55 words per minute.

Accounting and statistical clerks

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 consideration 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 and must have a valid passport. Before starting work, all candidates 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.

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.

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.

Visa status

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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

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: 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.

Visa status

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Division
Office of Human Resources Management
New York, NY 10017
Tel: 212-963-8876
E-mail: gsapplications@un.org

PUBLIC INFORMATION ASSISTANTS

Applicants for this position, conducting tours of the United Nations Headquarters buildings, must possess a minimum of 3 years post-secondary education, 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 which is carried out at the United Nations Headquarters in New York, on a local basis. Applicants must pay their own expenses in connection with travel for the purpose of an interview.

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 and must have a valid passport. 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:
Guided Tours Unit at: toursunhq@un.org

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This fact-sheet has been issued by:

Public Inquiries, Visitors Services
United Nations Headquarters
Room GA-1B-57
New York - NY 10017
Tel: 212-963-4475 ▪ Fax: 212-963-0071
Email: inquiries@un.org