

UN Peace Operations Arabic Speakers Campaign Guide



P3 and P4 Political Affairs and Civil Affairs Rosters

The Department of Field Support of the UN Secretariat recently launched a rostering campaign for Arabic-speaking Political and Civil Affairs Officers, at mid-career (P3 and P4) levels. This campaign is designed to address anticipated surge requirements for Arabic-speaking staff in Yemen, Syria, and Libya and, more generally, to strengthen the number of rostered Arabic-speaking Political Affairs and Civil Affairs candidates for current and future UN peace operations in Arabic-speaking countries.

UN Peace Operations use roster-based recruitment methods for about 90% of regular staff hires. Thus, the main entry point for external candidates into UN Peace Operations is the roster. Once placed on a roster (pre-approved list), candidates receive notifications of vacancies and are invited to apply as pre-cleared candidates who don't have to be formally tested or interviewed again.

Qualified candidates must be fluent in English and have a good working knowledge of spoken Arabic. All candidates will be screened for eligibility. Qualified candidates will be invited for a written assessment in English and then, if successful, to an interview in English and Arabic.

This Arabic Speakers Recruitment Campaign will run on the UN career portal (<https://careers.un.org>) until **31 August 2016**. All applications must be submitted by the 31 August deadline.

Women are strongly encouraged to apply.

<i>Job title and level</i>	<i>Job Opening ID</i>	<i>Link to apply</i>
Civil Affairs Officer, P3	63454	https://careers.un.org/lbw/jobdetail.aspx?id=63454
Civil Affairs Officer, P4	63456	https://careers.un.org/lbw/jobdetail.aspx?id=63456
Political Affairs Officer, P3	63601	https://careers.un.org/lbw/jobdetail.aspx?id=63601
Political Affairs Officer, P4	63603	https://careers.un.org/lbw/jobdetail.aspx?id=63603

The recruitment campaign is being publicized by UNJobFinder. To read more about the vacancies and what it's like to work in UN peace operations, visit their website at: <https://unjobfinder.org/campaigns/dfs>



Campaign F.A.Q.

Who are we targeting for this recruitment campaign?

For this recruitment campaign, we are looking for prospective Political Affairs and Civil Affairs Officers who speak English and Arabic and are willing to serve in UN peace operations in the Middle East and Africa.

Applicants must meet the following minimum requirements:

- Master's degree (or first-level university degree in combination with two additional years of relevant experience);
- For positions at the P3 level, 5 years of relevant professional work experience;
- For positions at the P4 level, 7 years of relevant professional work experience;
- Fluency in English and good working knowledge of spoken Arabic;
- Be willing to serve in hardship, 'non-family' duty stations. This means that your family members (partner and/or children) are not allowed to accompany you.

All suitably qualified applicants are encouraged to apply, but we are targeting more specifically the following profiles:

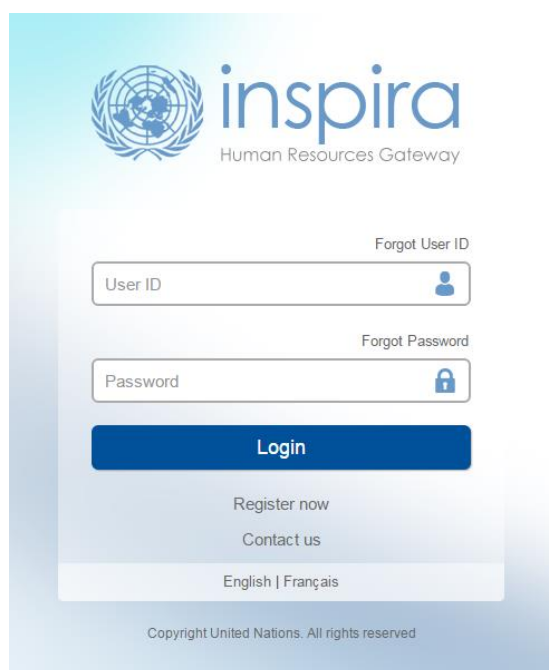
- Candidates for civil affairs should have a background working with conflict-affected populations, in particular at the local level (e.g. outside of the national capital). This experience may be in a variety of thematic areas including: programme management, mediation, civil society, human rights, women's empowerment, and/or protection;
- Candidates with a political affairs background typically have experience in negotiation, mediation, conflict and early warning, elections, political party development, political analysis, armed groups, conflict and fragility, peace and conflict, and/or analysis;
- Candidates with a police, military, or information analyst background from conflict countries.

The UN is committed to implementing gender balance and mainstreaming throughout its operations. ***Women are therefore particularly encouraged to apply for the positions advertised as part of this campaign.***



How to apply?

To apply, go to the Job Opening on the UN Careers portal (using the links on the first page) and click on “Apply now”. You will be asked to create an account or log in if you already have one.



Once logged in, you will be automatically directed to the Job Opening you want to apply for and you will be asked to create an online application.

If you feel you meet the minimum requirements, ***you are strongly encouraged to apply to several job openings. For example, candidates for civil affairs should apply to both levels – P3 and P4 if they are unsure of their suitability.***

You will be asked to build an online profile, including your educational background, skills, and work history. You can read some introductory guides on how to complete your application on the UN careers portal using the links below.

<i>Guide</i>	<i>Link</i>
How to get started	https://careers.un.org/lbw/attachments/Inspira-How_to_get_started.pdf
At a Glance	https://careers.un.org/lbw/attachments/Inspira/At_a_Glance/APP1TheApplicationProcess.pdf
Manual for the Applicant	https://careers.un.org/lbw/attachments/InstructionalManualfortheApplicant.pdf

We recommend that you go through these guides, especially the Manual for the Applicant, which explains all the stages of the application process and gives more information on how candidates are

assessed. To ensure that your application has the best possible chance of proceeding, we are also offering the following tips:

- The Personal History Profile (PHP) becomes a PDF file and is the main tool used by recruiters in assessing your applications. It's like your UN resume. Thus, filling this in properly is critical.
- ***In order to be rostered for a position, it is crucial that your PHP reflects the minimum requirements listed in the job opening you are applying for.***
- For the positions advertised, fluency in English is required, as well as a working knowledge of spoken Arabic, what means that you need to have a functional knowledge of spoken Modern Standard Arabic plus a spoken Arabic dialect, in order to communicate with Arabic speaking interlocutors at the community level. In order to be considered "fluent" in a language, you need to self-assess your skills as "fluent" in ***reading, writing, understanding and speaking*** in the application. In order to be considered at the "working knowledge" level, you need to self-assess your skills as "confident" or "fluent" in at least two of these four functional areas.
- ***You should not exaggerate your English or Arabic language abilities as they will be assessed through a written exercise in English and an interview in English and Arabic.*** Informal language assessments may also take place to ensure a consistent and truthful self-assessment.
- While many successful candidates will be native speakers of Arabic, ***we strongly encourage non-native speakers with a working level knowledge of Arabic to apply.*** The United Nations must employ a diverse and representative workforce and seeks applications from around the globe. Non-native speakers should be reminded that working in an Arabic-speaking country provides for an excellent opportunity to keep your language skills sharp while contributing to the important objective of furthering international peace and security.
- ***Women candidates are particularly encouraged to apply and the United Nations aims to have gender parity in its workforce.***

More tips on creating your UN Personal History Profile are available further in this guide.



What are the living and working conditions like in UN peace operations?

Staff members working in UN peacekeeping and special political missions serve in highly volatile environments. We are therefore looking for candidates who are prepared to live and work under hardship conditions. In fact, as an applicant, you should be prepared to live in camps/tents/containers, have limited access to water and electricity, be ready to adhere to security restrictions (curfew, restrictions of movement, etc.) and understand that the life in a mission is not a 9 am - 5 pm working environment.

These positions are in “non-family” duty stations, which means that your family members (partner and/or children) are not allowed to accompany you. However, all missions allow staff to take frequent Rest & Recuperation breaks in order to visit family and relax outside of the Mission area. This is an addition to regular annual leave which each staff member is entitled to.

While challenging, working in a UN peace operation is a rewarding opportunity to contribute to global peace and security and to protect civilians caught in conflict zones. It’s an amazing experience and a unique career opportunity!

What is the difference between P3 and P4 levels?

Both P3 and P4 are mid-career grades on the UN professional employment scale. A P3 requires an advanced degree (Master’s degree or equivalent) and at least 5 years of professional experience. P4 requires an advanced degree (Master’s degree or equivalent) and at least 7 years of professional experience. For both levels, a first-level university degree in combination with two additional years of relevant experience can also be accepted.

If you feel you are qualified for a P4 position, we strongly encourage you to apply to the P3 level as well, to maximise your chances of being rostered. Remember that you can apply to several job openings.

What is the difference between Civil Affairs and Political Affairs?

Civil Affairs and Political Affairs are closely related fields, and candidates may be interested and qualified for both types of jobs.

Civil Affairs Officers work on the ground to support conflict resolution, inter-communal dialogue, and institution-building at the local level. They work hand-in-hand with civil society organizations, women’s groups, religious leaders, local administration, and with vulnerable groups who are affected by conflict. They are at the front lines of promoting good governance and accountability in order to promote peace-building and development. Civil Affairs Officers often have a background in non-governmental organizations, community development or activism, programme management, gender affairs, or conflict prevention.

Political Affairs Officers provide critical political analysis and advice in order help the missions achieve their mandates. They are the “eyes and ears” of the Mission who identify trends, weigh options in terms of political risks and opportunities, and build relationships with a wide variety of actors in order to build consensus around the missions’ mandates. They are responsible for drafting regular reports on the Mission’s progress to the Security Council, for briefing the diplomatic community, and for engaging with Government officials and other stakeholders to make progress on peace agreements and state-building. Political Affairs Officers often have a background in diplomacy, electoral or constitutional affairs, law, public policy, Government, or civil society.

Civil Affairs and Political Affairs Officers work together every day in Mission Headquarters and in the field in the service of peace.

Does your gender and nationality matter?

The UN has been working for many years to increase the number of female peacekeepers and civilian staff, so being an Arabic speaking woman with resilience to serve in any of the UN field missions can take your application very far.

Applicants from any country who meet the minimum requirements are welcome to apply.

We are committed to build a diverse roster representing the whole world in terms of different nationalities, backgrounds, genders, sexual orientations, religions, traditions, educations, languages and cultures.



A roster for “multiple field locations” - what are you actually applying for?

In this campaign, we are strengthening our P3 and P4 Civil Affairs and Political Affairs rosters with Arabic speaking candidates ready to serve in Yemen, Libya and Syria missions, although we also have positions in other missions such as UNAMID (Sudan), UNMISS (South Sudan), and UNAMI (Iraq)

where Arabic is either required or desirable. A roster is a list of pre-approved candidates who have already been assessed so that they can be selected quickly for service in UN peace operations. Once you have a roster membership, you will receive invitations to apply for vacancies in UN peace operations. The UN launches “Recruit from Roster” job openings for most of its vacancies in peace operations. When applying for a roster, you are not selected for any particular location or position up front.

When will you find out the results?

The recruitment process for the rosters may take 6-8 months. All the candidates (successful and unsuccessful) will be notified at the end of the process by e-mail. Unfortunately, due to the high number of applications, we are not able to provide tailored, individual feedback on your application (e.g. why you were not selected).

What happens next?

If you are successful, you will be placed on the roster and will be automatically notified of open positions associated with your roster membership. If you are interested and immediately available, you can apply by simply submitting your application online. Thereafter, the hiring manager may get in touch with you for an informal chat to judge your fit for the position. If you are selected, you will be on-boarded and on your way as soon as possible.



Tips on creating your UN Personal History Profile

Education

- A first level degree (at least) is needed to be considered for a Professional (P) position.
- If you have the required qualifications, **always indicate your first level degree as “Bachelor’s degree” and your Master as “Master’s Degree”**. Do not select “Certificate/Diploma” as this is not recognized as a degree by the system.
- Always list an **end date** for your degree and indicate that you have obtained the degree (**tick “Yes” for “Degree obtained”**). If you do not do so, the system will automatically reject your application.
- Always indicate whether you completed the degree full time or part time, and in person or distance learning.
- If you don’t find your university in the list, put it under ‘Other credited university’.

Do not wait until the last minute to apply to a Job Opening!

We estimate that it takes up to 3 hours to fill up your PHP from scratch. Apply early as there is no flexibility for IT related problems when applying on the last day!

Work Experience

- The UN needs to know all of your work experience history. List **all** your work experience (every job, every internship, every part-time job) even if it goes back 15 years!
- Don’t forget to list your current job in your PHP.
- Indicate an end date on all your previous jobs and make sure all dates are consistent.
- Ensure that if you are working on two part-time jobs at the same time, they are indicated as such.
- Highlight 5-10 outcomes/deliverables under “Achievements”. Achievements should detail exact deliverables.
- Do not assume recruiters know what you mean. Be clear and precise in your description of duties.

Language

- It is very important to include your mother tongue in the list of languages you are fluent in.
- Candidates who forget to list English will be automatically rejected by the system if fluency in English is a requirement.
- Fluency in a language is defined as being “Fluent” in all 4 areas (Reading, Writing, Speaking and Understanding). If you are fluent but do not indicate fluency in all 4, the system will reject your application if fluency is required, even if you have worked in that language previously.
- Good working knowledge of a language is defined as being “Fluent” or “Confident” in at least 2 of the 4 areas. **If you have good working knowledge of Arabic, you need to indicate “Fluent” or “Confident” in at least 2 of the 4 areas.**

General tips

- Ensure your cover letter and the information provided in your PHP are always up to date.
- Your cover letter is the personal introduction that accompanies your PHP. It should not be longer than ½ to 1 page.
- Look at the “work experience” requirements in the job opening and make sure these are clearly reflected in your PHP.
- Do not use acronyms – spell out everything.
- Tailor your PHP and cover letter to the actual job you are applying to.
- Your PHP is a reflection of you to a recruiter who does not know you. Make sure you put in the required time and effort to build it.
- Always proof read your application and edit for consistency and accuracy.

Thank you for reading this guide and good luck with your application!

If you are interested in this Campaign and feel you are qualified, apply on the UN Careers portal by **31 August 2016**:

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Civil Affairs Officer, P3	63454	https://careers.un.org/lbw/jobdetail.aspx?id=63454
Civil Affairs Officer, P4	63456	https://careers.un.org/lbw/jobdetail.aspx?id=63456
Political Affairs Officer, P3	63601	https://careers.un.org/lbw/jobdetail.aspx?id=63601
Political Affairs Officer, P4	63603	https://careers.un.org/lbw/jobdetail.aspx?id=63603

If you have any further questions, please contact:

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