



## Frequently Asked Questions

Global Career Fair

19 – April 2016



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### Internships

***Q. Are internships with UNFPA paid?***

**A.** Internships with UNFPA are unpaid. (We suggest you check with your academic programme / school/ university to see whether they might be able to provide you with any support).

***Q. How long do internships last?***

**A.** Typically they would be between two and six months.

***Q. Can I do an international Internship?***

**A.** UNFPA welcomes interns at both country office and headquarters levels. Internships with UNFPA offer university students, students in a similar educational programme or university graduates the opportunity to acquire direct exposure to the work of UNFPA. It is intended to complement primarily development-oriented studies or studies in related fields with practical experience. By working under the supervision of a UNFPA staff member, interns may gain a more profound understanding of United Nations development assistance, especially in the field of population and development, reproductive health, HIV and in advocacy.

*Applicants interested in participating in UNFPA's Internship Programme at Headquarters in New York should apply online via our Employment Website: <http://www.unfpa.org/about/employment> Applications are accepted on a rolling basis.*

*For information about internships outside headquarters, please contact the relevant UNFPA office. <http://www.unfpa.org/public/home/contact/pid/2976>*

*Note: Internships opportunities in country offices may depend on programme/organizational needs.*

***Q. Is it possible to participate in an internship even though the time I will be enrolled within an academic program will run out before the internship is done?***

**A.** As internships are regarded as part of your learning experience, you normally should be enrolled in a graduate-level university programme throughout the duration of the internship in order for you to apply. Applications will be considered if they are within 6 months of completing studies.

### Volunteering

***Q. I would love to volunteer at UNFPA, what options are available for me?***

**A.** UNFPA works closely with the UNV programme. You can volunteer your services at the United Nations Volunteers (UNV). For more information visit their website at <http://www.unv.org/how-to-volunteer.html>".

## Job Applications

***Q. May I apply for more than one job at a time?***

**A.** You may, but be sure to apply only to jobs for which you are qualified.

***Q. Does UNFPA have national competitive exam like the UN Secretariat?***

**A.** No it does not.

***Q. If I apply for a post in another country, will UNFPA help me get necessary work permits?***

**A.** It depends on many factors, including the nationality/nationalities of the staff, type of contract and location of the duty station, among other factors.

***Q. In which situations are competency-based Interviews used?***

**A.** If you have applied for a position and received an invitation for an interview, you can expect a Competency Based Interview (CBI) as one of the selection methods. Identify the competencies which are core to the post from the vacancy announcement/job profile. Familiarize yourself with the UNFPA's revised competency framework (posted on the website) to prepare yourself for the competency based interview. We also recommend you watch the video by UNFPA's Director of Human Resources Michael Emery, which is available in our resources (and through a YouTube search).

***Q. I have read in several forums that the application process for a P3 position can extend over several months, even up to a year. What is the average time to fill a post?***

**A.** The length of recruitment at UNFPA can vary depending on a number of circumstances, but you should expect it to take at least four months after applying until employment.

***Q. How do I apply to a job in another country beside my own nation with an undergraduate university degree? The requirement qualifications seem to state advanced degree only?***

**A.** To apply to UNFPA jobs you need to do it through its e-recruit platform ([www.unfpa.org/employment](http://www.unfpa.org/employment)). There you will find all available vacancies (under [Current Vacancies/View All Vacancies](#)). The specific requirements for each post will be indicated in each vacancy. In order for applicants to be considered further, you need to meet the evaluation criteria described in the vacancy announcement (elsewhere these are called "job openings"). In general jobs at the Professional level do require an advanced degree.

***Q. Is it easier to be selected for a position located in my home country?***

**A.** Professional-level posts are open to a global competitive process. Regardless of the location of the post, the hiring manager would evaluate all candidates equally for the position. There are a number of National Officer positions available, however these have the same qualifications as international professional positions.

***Q. I find the application process a bit confusing? Do you have any advice for me?***

**A.** Please read carefully [UNFPA eRecruit System Step by Step Guide to Applying](#) posted online before applying to any position.

***Q. I understand there are G positions and P positions, but I'm not sure what that means – or what I should apply for.***

**A.** “G” stands for general service (administrative support) and “P” stands for professional. It is best to read the guide on [Employment for Staff Positions](#) posted in our Resources for Applicants before deciding which positions to apply for.

***Q. Is it necessary to submit with the application evidence of language proficiency? If so, what kind of evidence is acceptable?***

**A.** At the application stage, it is not necessary to submit any evidence of language proficiency. Your truthful statement in your e-recruit application is sufficient. (Where possible indicate the level of coursework and/or any language diplomas, test results [e.g. DELF, DALF, TOEFL, TESL]). Your language and communications skills (and possibly also job knowledge/expertise) likely would be assessed further should you be selected for the next stage of the evaluation process.

***Q. Will I be informed of the status of my application?***

**A.** For applications made via the e-Recruitment system, the system will acknowledge safe receipt of your application. Only candidates who are short-listed will subsequently be contacted (normally 4 to 6 weeks after the closing date of the vacancy announcement). Due to the large volume of applications received, UNFPA regrets it is unable to contact all other applicants personally.

You can determine the status of your application at any time by logging into the e-Recruit system and navigating to the ‘My Applications’ page. In the grid on the ‘My Applications’ page you will notice ‘Recruiting Status’ and ‘Application Status’ fields next to each job opening for which you have started an application, as follows:

*Recruiting Status*

- The recruiting status lets you know where we are in the recruiting process.

*Open*

- The system is still accepting applications to the position.

You may submit a new application or edit and re-submit an existing application while the status is ‘Open’.

*Closed*

- The job advertisement deadline has passed. New applications are not being accepted. Changes to existing applications are also not permitted.

*Candidates Notified*

- Candidates have been contacted for interview or additional screening. If you have not been contacted by the recruiting team, then unfortunately you have not been shortlisted for interview.

*Filled*

- Someone has been hired, the position has been filled, or the position is no longer available.

*Application Status*

- The application status tells you the status of your application.

### *Not Applied*

- Your application has been started, but it has not been submitted.

### *Applied*

- Your application has been submitted. You may edit and re-submit your application up until the closing date of the job opening.

### ***Q. How does a position with UNFPA fit within the UN System?***

**A.** The United Nations common system consists of the UN Secretariat, the UN's programmes and funds, and specialized agencies. Related to the United Nations through special agreements, the specialized agencies coordinate their work with the UN but are separate, autonomous organizations. When you work for UNFPA, you are working for a UN fund. UNFPA is a signatory to an inter-organization agreement intended to facilitate mobility which allows transfers, secondments, and loans of staff between different organizations in the UN Common System.

### ***Q. How is it possible that being highly qualified with more than one graduate qualification many years of experiences I am not selected – or at least short-listed?***

**A.** While we understand your frustration, it is important to remember that our Professional-level positions are a global competition open to candidates in almost 200 countries. Except for a few technical areas, the pool of qualified candidates for each post is generally very large. We encourage you to continue apply, reviewing each vacancy to ensure you are eligible and qualified against the requirements listed.

### ***Q. Are there many positions available with UNFPA for recent graduates? If yes, what are the types of experience/knowledge that UNFPA looks for in graduates?***

**A.** Currently there are very few entry level positions for recent graduates at UNFPA. Should you hold a graduate degree, we look for a minimum of two years relevant work experience for an entry-level international professional position with UNFPA. Such experience can be obtained in various working set-ups: NGOs, bilateral co-operation, consultancies, UN Volunteers etc.

## **Leadership Pool**

### ***Q. What is the Leadership Pool?***

**A.** The Leadership Pool is the pool from which UNFPA may draw candidates to fill rotational posts. The Leadership Pool is composed of candidates who have been approved as ready to perform the functions of rotational posts within one or more of the job types covered by the Leadership Pool.

### ***Q. Who can apply for the Pool? Can I apply if I am not a rotational post holder?***

**A.** Membership of the Pool is open to internal and external candidates.

**Q. How do I apply for the Leadership Pool?**

A. UNFPA places a call at least once every year (usually in September) inviting candidates to apply to participate in the Leadership Pool process. Candidates who apply and are shortlisted are invited to participate in an assessment exercise and if successful, they are placed in the pool to be considered for international rotational positions in the following job types: Representative, Deputy Representative, and International Operations Manager.

**Q. What is a job type?**

A. Each job type is composed of a defined group of rotational posts at the same grade level which are normally covered by the same generic job description. For example a D-1 Country Representative is a job type.

**Q. What job types are covered by the Leadership Pool?**

A. Job types that are designated as rotational will be covered by the Leadership Pool, currently D-1 and P-5 Country Representatives, P-5 and P-4 Deputy Representatives and P4 and P-3 International Operations Managers.

**Q. Are General Service Staff and National Officers able to apply for the Leadership Pool?**

A. Yes definitely, GS and NO staff members are an important source of talent and if interested should apply for any job types for which they meet the relevant skills and experience criteria.

**Q. If I apply for the Pool will I have to serve in hardship or non-family locations?**

A. Yes, during the course of their service Leadership Pool members will be expected to serve in a variety of locations including hardship and non-family duty stations. A candidate who applies for the Pool should be ready to take up a post in this type of duty station.

**Q. How will ad-hoc rotational vacancies that arise outside the annual rotation exercise be filled?**

A. When an ad-hoc post vacancy occurs, Leadership Pool candidates who have been found ready for that job type will be notified and asked to provide an expression of interest in being considered for placement in the post. A Placement Panel will review the applications and provide a recommendation for decision by the Executive Director on the selected Leadership Pool candidate who will be placed in the post. Staffs who are due for rotation will be given due consideration.

**Q. What will the assessment process for the Leadership Pool involve?**

A. The assessment process will include a wide variety of different assessment mechanisms, some of which will be conducted in an assessment center by an external specialist provider with which UNFPA has developed a tailored process. Examples of some of the types of mechanisms this will include are: competency based interview; psychometric and ability testing; 360 feedback, case studies, group activities and team interactions, substantive presentations to demonstrate depth of expertise and professional skills, and a variety of functional role-plays matching the profile of the post. These activities will be referenced against defined competencies and associated behaviors.

**Q. Will I have to do a separate assessment for every job type?**

**A.** There specifically designed assessments for each job types. Candidates will be asked to indicate all the job types for which they wish to be considered.

**Q. What happens if I am not found ready for a job type?**

**A.** Candidates who go through the assessment will either be found “ready”, “ready with development” or “not ready as yet” for relevant job types. Candidates who are found “ready” for a job type are immediately ready for placement in available posts of that job type. Candidates who are approved only as “ready with development” will be provided with feedback on their development needs and assistance in designing a learning plan – a determination will be made when the candidate can be reconsidered for inclusion in the Pool for that job type and under what conditions. Candidates who are found “not ready as yet” will be provided with feedback and given the opportunity to retake the assessment after an appropriate time has passed.

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