

United Nations Career Opportunities Guide

This guide includes information on the following:

- Navigating UN Job Opportunity Sites
 - Search by Occupational Interest
 - Local Hires
 - UN National Competitive Recruitment Examination
 - Junior Professional Officer Program (JPO)
 - Internships
 - Volunteers
 - Agencies of Interest to Maxwell Students
 - UN Acronyms
-

All individuals interested in working at the United Nations should have experience *working* overseas, and/or offer a very specialized expertise. All applicants must have proficiency in a second language, preferably one of the operating languages of the UN: English, French, Spanish, Arabic, Russian, or Portuguese. Each specialized agency and the secretariat have straight-forward application procedures, explained on their respective websites.

Navigating UN Job Opportunity Sites

UN hiring is decentralized, so individuals are encouraged to apply directly to the respective organization. Layers and layers of organizations list job opportunities and while there are several “comprehensive” job opportunity lists, these are by no means complete. Individuals are advised to explore agencies and departments fully to uncover potential opportunities.

UN organizational chart: <http://www.un.org/aboutun/chart.html>

Click on [the Official Web Site Locator for the UN System of Organizations](http://www.unsystem.org/) (<http://www.unsystem.org/>) for a comprehensive listing and brief description of all the UN organizations.

“Employment Opportunities at the United Nations” links students to each agency’s “job opportunities” page http://www.unsystem.org/jobs/job_opportunities.htm. It serves as a portal to the international organizations that cover virtually every humanitarian, economic, political and legal field. The site also includes links to key projects and initiatives and to various joint programmes of the UN System.

Search Opportunities by Occupational Interest

The [UN vacancies webpage](https://jobs.un.org/Galaxy/Release3/vacancy/vacancy.aspx) (<https://jobs.un.org/Galaxy/Release3/vacancy/vacancy.aspx>) lists openings by occupational groups that cut across agencies and departments. For example: administration, drug control, economic affairs, finance, human rights, humanitarian relief, political affairs etc.

Local Area Hires

Local hire positions are the jobs for residents of a geographic area where the UN is operating. Traditionally, this applies to the citizens of the local country. For example, a UN office in Namibia would hire Namibian citizens for local hire positions. They can hire other citizens but those individuals would have to prove residency. Generally, these positions are of a support nature: clerical and service type.

For example, local jobs at DPKO can also be accessed through the [Peace Operations webpage](https://jobs.un.org/Galaxy/Release3/VacancyFM/VA_Regions.aspx?lang=1200) (https://jobs.un.org/Galaxy/Release3/VacancyFM/VA_Regions.aspx?lang=1200). Individual Peacekeeping operations will also have local-hire positions, for example [UNMIS](http://www.unmis.org/English/recruitment.htm) (<http://www.unmis.org/English/recruitment.htm>).

The website ReliefWeb (<http://www.reliefweb.int/rw/dbc.nsf/doc100?OpenForm>) lists vacancies for UN field positions, as well as other organizations. ReliefWeb's vacancies can be sorted by region, sector, date, and/or organization.

UN National Competitive Recruitment Examination

The UN hires entry-level professionals yearly through the [National Competitive Recruitment Examination](http://www.un.org/Depts/OHRM/examin/exam.htm) (<http://www.un.org/Depts/OHRM/examin/exam.htm>). The purpose of the National Competitive Recruitment Examination is to recruit people for career posts at the Secretariat. Recruits will initially go through a two-year probationary period followed by conversion into continuing contracts, provided their performance is satisfactory. They are expected to stay on to make a career with the Secretariat as they move on to higher ranks, such as P-3 and then to P-4, etc. Individuals will not be required to take another competitive exam to become a P-3, P-4, etc., but you will have to apply for a vacant post at that level. **Only candidates from participating countries in the NCRE are eligible to take the exam in the given year. The list does change from year to year, so candidates are encouraged to check the website to see if their respective country is participating this year.** *Additionally, you must be 32 years old or younger as of 31 December of the year of the exam.*

Junior Professional Officer Program

The Junior Professional Officer (JPO) Programme provides young professionals pursuing a career in development with hands-on experience in multi-lateral technical co-operation. The JPO includes over a dozen participating UN agencies. Only a candidate who is a national of a participating country in the program is eligible to apply as a JPO. The [Junior Professional Officer Service Centre](http://www.jposc.org/content/programme/presentation-en.html) (<http://www.jposc.org/content/programme/presentation-en.html>) lists which countries and agencies participate in the program.

Note: The United States, through the Department of State's Bureau of Population, Refugees, and Migration (PRM), sponsors qualified U.S. nationals for employment in the United Nations High Commissioner for Refugees (UNHCR) and the United Nations World Food Program (WFP) Junior Professional Officer (JPO) programs. Visit the [US Department of State Junior Professional Officer Program \(JPO\)](http://www.state.gov/g/prm/jpoae/) (<http://www.state.gov/g/prm/jpoae/>) website for more information.

For additional agencies and organizations with JPO programs, please visit [JPO Programs of other UN agencies](http://www.jposc.org/content/programme/other_programmes-en.html) (http://www.jposc.org/content/programme/other_programmes-en.html) for more information.

Internships (unpaid)

The [UN Internship Programme](http://www.un.org/Depts/OHRM/sds/internsh/index.htm) (<http://www.un.org/Depts/OHRM/sds/internsh/index.htm>) is for internship opportunities *at the* UN Headquarters in New York City. This internship programme is for the **United Nations Headquarters in New York only**. Other United Nations offices, funds and programmes have separate internship arrangements. Students interested in internships in organizations or offices other than the United Nations Headquarters in New York should contact the respective offices directly for further information.

Many of the other UN programmes, funds and agencies have internship programs, but potential candidates are encouraged to apply to those internships directly via the organization's respective website. A thorough, but not conclusive, listing of additional internships within the UN is available on the [Youth at the United Nations](http://www.un.org/esa/socdev/unyin/internships.htm) website (<http://www.un.org/esa/socdev/unyin/internships.htm>).

Internships with the United Nations Office at Vienna (UNOV) and the United Nations Office on Drugs and Crime (UNODC) are available through the [UNOV/UNODC Internships](http://www.unvienna.org/unov/job/internship_general_info.html) website (http://www.unvienna.org/unov/job/internship_general_info.html).

Internships with the United Nations Office at Geneva are available through the [United Nations Office at Geneva - Internships](http://www.unvienna.org/unov/job/internship_general_info.html) website) (http://www.unvienna.org/unov/job/internship_general_info.html) Select "internships" in the quick link drop down box.

Volunteers (paid)

A great way to share expertise and skills while gaining the international experience the UN seeks is to volunteer. The United Nations Volunteers programme (UNV) is the volunteer arm of the United Nations. It is administered by the United Nations Development Programme ([UNDP](http://www.un.org/development/dp/)) and works through UNDP's country offices around the world. For volunteer opportunities, visit the [UN Volunteers home page](http://www.unv.org/) (<http://www.unv.org/>) and click on the corresponding area you would like to volunteer in (ex. Home country, abroad, etc.)

Another great listing is the [World Volunteer Web](http://www.worldvolunteerweb.org/take-action/be-a-volunteer.html) (<http://www.worldvolunteerweb.org/take-action/be-a-volunteer.html>). It lists dozens of international organizations that provide opportunities based on region, mission, and skills.

Agencies of Interest to Maxwell graduate students

UNDP

The [UNDP vacancies webpage](http://jobs.undp.org/) (<http://jobs.undp.org/>) lists jobs for UNDP around the world. There are quite a few listed.

UNDP also participates in the Junior Professional Officer (JPO) program. You can visit the [JPO Service Center](http://www.jposc.org/content/programme/how_to_become_a_JPO-en.html#2) (http://www.jposc.org/content/programme/how_to_become_a_JPO-en.html#2) to find out more about it. The JPO program is for entry-level employment.

UNDP has internships that are for grad students that are enrolled and will come back to school after their internship is complete. See the UNDP internship page for more info.

UNHCR

[UNHCR's](http://www.unhcr.org/admin/3ba1d4794.html) (<http://www.unhcr.org/admin/3ba1d4794.html>) main vacancies page lists external recruitment opportunities. UNHCR also has a [JPO program](http://www.unhcr.org/admin/3ba1d4794.html) (<http://www.unhcr.org/admin/3ba1d4794.html>). JPO positions are filled through a competitive process through participating governments. These countries are as follows: Austria, Belgium, Canada, Denmark, Finland, France, Germany, Ireland, Italy, Japan, Korea, Liechtenstein, Luxembourg, Netherlands, Nigeria, Norway, Organisation Internationale de la Francophonie (OIF), Portugal, Spain, Sweden, Switzerland, United Kingdom and USA.

UNHCR has internships at its [internship page](http://www.unhcr.org/admin/3b8a31f94.html) (<http://www.unhcr.org/admin/3b8a31f94.html>).

World Food Programme

[WFP](http://www.wfp.org/contact_wfp/vacancies/professionals.html) (http://www.wfp.org/contact_wfp/vacancies/professionals.html) lists vacancies on its website. WFP asks that you select a [professional profile](http://i-recruitment.wfp.org/olcv/positions.jsp?pg=profile&user=ext) (<http://i-recruitment.wfp.org/olcv/positions.jsp?pg=profile&user=ext>) that most closely matches your experience and education.

WFP has an internship program as well. See the [WFP internship page](http://www.wfp.org/contact_wfp/vacancies/interns.asp?section=8&sub_section=5) for more info (http://www.wfp.org/contact_wfp/vacancies/interns.asp?section=8&sub_section=5).

WFP has a [JPO program](http://www.wfp.org/contact_wfp/vacancies/jpo.html) (http://www.wfp.org/contact_wfp/vacancies/jpo.html).

UNICEF

[UNICEF's careers page](http://www.unicef.org/about/employ/index_currentvacancies.html) (http://www.unicef.org/about/employ/index_currentvacancies.html) lists short-term and career vacancies. UNICEF has a [JPO program](http://www.unicef.org/about/employ/index_jpp.html) (http://www.unicef.org/about/employ/index_jpp.html) and well as a [Young Professionals Program](http://www.unicef.org/about/employ/index_ypp.html) (http://www.unicef.org/about/employ/index_ypp.html).

[UNICEF](http://www.unicef.org/about/employ/index_internship.html) has internships as well (http://www.unicef.org/about/employ/index_internship.html)

UN ACRONYMS

Secretariat Departments and Offices:

UNOG UN Office in Geneva	OCHA Office for the Coordination of Humanitarian Affairs
UNOV UN Office in Vienna	DESA Department of Economic and Social Affairs
UNON UN Office at Nairobi	DGACM Dept for General Assembly and Conference Mgmt
OSG Office of the Secretary General (New York)	DPI Department of Public Information
OIOS Office of Internal Oversight Services	DM Department of Management
OLA Office of Legal Services	UNODC UN Office on Drugs and Crime
DPA Department of Political Affairs	
DDA Department for Disarmament Affairs	
DPKO Department of Peacekeeping Operations	

General Assembly Programmes and Funds

UNCTAD UN Conference on Trade and Development	UNHCR UN High Commissioner for Refugees
ITC International Trade Centre	WFP World Food Programme
UNDCP UN Drug Control Programme	UNRWA UN Relief and Works Agency for Palestine Refugees in the Near East
UNEP UN Environmental Programme	UN HABITAT UN Human Settlements Programme
UNICEF UN Children's Fund	
UNDP UN Development Programme	
UNIFEM UN Development Fund for Women	
UNV UN Volunteers	
UNCDF UN Capital Development Fund	
UNFPA UN Population Fund	

Economic and Social Council (ECOSOC)

Functional Commissions on: Narcotic Drugs; Crime Prevention and Criminal Justice; Science and Technology for Development; Sustainable Development; Status of Women; Population and Development; Social Development; Statistics.

Specialized Agencies linked to ECOSOC include:

FAO Food and Agriculture Organization	WMO World Meteorological Organization
UNESCO UN Educational, Scientific and Cultural Organization	WIPO World Intellectual Property Organization
WHO World Health Organization	IFAD International Fund for Agricultural Development
IMF International Monetary Fund	UNIDO UN Industrial Development Organization
IMO International Maritime Organization	WTO World Tourism Organization
ITU International Telecommunication Union	

World Bank Group

IBRD International Bank for Reconstruction and Development
IDA International Development Association
IFC International Finance Center
MIGA Multilateral Investment Guarantee Agency
ICSID International Centre for Settlement of Investment Disputes

Office of Career Services and Alumni Relations
The Maxwell School of Citizenship and Public Affairs, Syracuse University
www.maxwell.syr.edu