



United Nations

TAKING CONTROL OF
YOUR CAREER

INGREDIENTS FOR AN
ACTION PLAN

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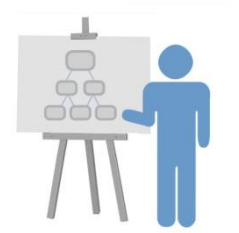
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ACTIVITY 2: Ingredients for an Action Plan

Activity 1 focused on personal assessment. This included:

- ◆ Reviewing your current development needs
- ◆ Thinking about the professional goals you want to achieve in the next 5 years
- ◆ Identifying competencies, skills, and knowledge you need to reach these goals
- ◆ Taking stock of your major strengths, values, and skill preferences
- ◆ Determining what motivates you at work



Now, take some time to review the entries you've made up to this point in this workbook to see whether there are any important omissions or gaps. This reflection will help you shape a short-term personal career plan as you work through the rest of "Taking Control of Your Career."

Note: This might also be a good time to contact the Career Coaching Team by email at uncareercoaching@gmail.com to schedule a Teams, Zoom or Skype session with a career coach. When you finish the next section of this module, you may send it to the coach via email so he or she may review it prior to your meeting.

Looking for Opportunities



Part of your career advancement plan should include regular searching for new employment opportunities. It's up to you to take the initiative to look for jobs which are well aligned with your goals.

Depending on the type of job you are seeking, you can look on Inspira, iSeek, or the ICSC web site. The following explains how to find openings on each of these systems.

All Posts in the UN Secretariat

1. Go to <https://careers.un.org>.

A screenshot of the United Nations careers website homepage. At the top, there is a navigation bar with links for Home, FR, Login, UN.org, site map, and Contact us. The main header features the United Nations logo and the word 'careers'. Below this is a large banner image showing a man in a military-style uniform sitting at a desk, addressing a group of people in a classroom-like setting. Text below the banner reads: 'A Signal Technician serving with the Pakistani battalion of the UN Mission in Liberia (UNMIL) conducts a computer course for young Liberians. Monrovia, Liberia'. Below the banner are three category buttons: 'Peace and Security', 'Human Rights', and 'Economic and Social Development'. A section titled 'Meet our Global Workforce' features four profile cards for Radhika Achouri, Nawaz Khan, Rose Akesh Musong Achu, and Kin-Hui Chang. Below this are four columns of links: 'Why work at UN?', 'What can I do at UN?', 'What are my career options?', and 'How do I apply?'. At the bottom is a 'Search Job Openings' section with a search form containing dropdown menus for Category, Level, Job Network, Job Family, Department/Office, and Duty Station, along with 'By date posted' and 'Search' and 'Reset' buttons.

2. Enter search criteria by clicking the arrows to make selections.

3. Click **Search** to view the results.

Professional and higher categories	Field services	General services and related categories	National Professional Offices	Internship			
Job Title	Level	Job ID	Job Network	Job Family	Department/Office	Duty station	Deadline
Programme Officer (Evaluation)	P-3	31831	Economic and Social Development	Programme Management	Economic Commission for Africa	ADDIS ABABA	16/01/2014
PROGRAMME MANAGEMENT OFFICER	P-3	31246	Economic and Social Development	Programme Management	United Nations Human Settlements Programme	NAIROBI	17/01/2014
PROGRAMME OFFICER	P-3	30609	Economic and Social Development	Programme Management	United Nations Environment Programme	PARIS	14/01/2014
Economic Affairs Officer	P-3	31024	Economic and Social Development	Economic Affairs	Department of Economic and Social Affairs	NEW YORK	23/12/2013
Programme Officer (Terrorism Prevention)	P-3	31706	Economic and Social Development	Drug Control and Crime Prevention	United Nations Office on Drugs and Crime	VIENNA	20/12/2013

4. Click a job title of interest to view its description.

United Nations careers

Job Opening

Job Title: Programme Officer (Evaluation), P3
Department/ Office: Economic Commission for Africa
Duty Station: ADDIS ABABA
Posting Period: 19 November 2013-18 January 2014
Job Opening number: 13-PCM-ECA-31831-R-ADDIS ABABA(G)

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

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

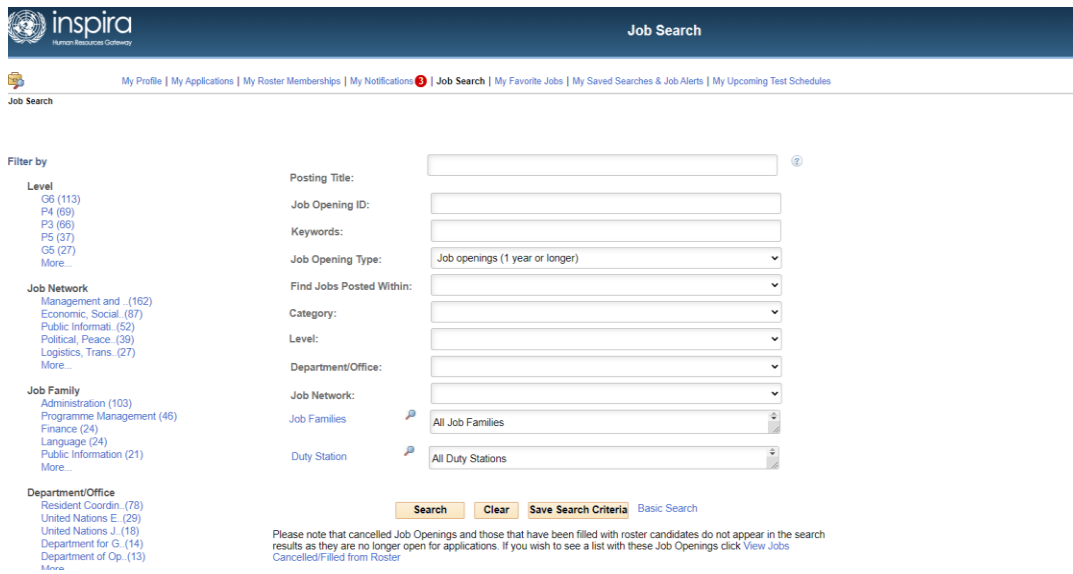
Org. Setting and Reporting

This position is located in the Evaluation Section, Strategic Planning and Operational Quality Division of the United Nations Economic Commission for Africa (UNECA). Under the overall guidance of the Director of the Division, the incumbent will report directly to the Chief of the Section.

Set Up Inspira Job Alerts

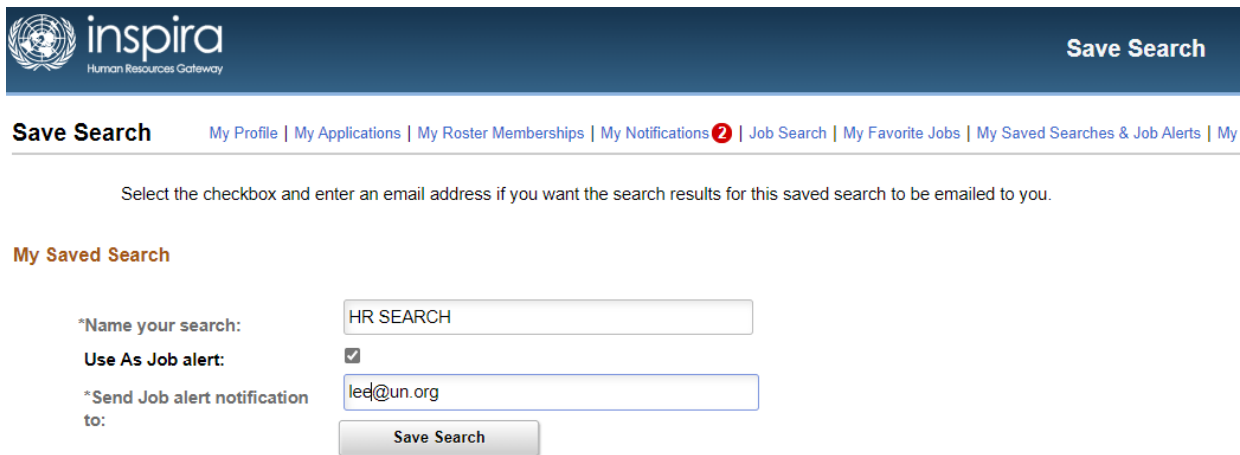
You can set up an alert so you will receive an email whenever there's a temporary job opening or a job opening in Inspira which matches your search criteria. To do so:

1. Log in to **Inspira**.
2. Enter or select your search criteria.



The screenshot shows the Inspira Job Search interface. At the top, there's a navigation bar with the Inspira logo and the text 'Human Resources Gateway' and 'Job Search'. Below this is a breadcrumb trail: 'My Profile | My Applications | My Roster Memberships | My Notifications 1 | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts | My Upcoming Test Schedules'. The main content area is titled 'Job Search' and features a 'Filter by' section on the left with categories like Level, Job Network, Job Family, and Department/Office. The right side contains search criteria fields: Posting Title, Job Opening ID, Keywords, Job Opening Type (set to 'Job openings (1 year or longer)'), Find Jobs Posted Within, Category, Level, Department/Office, Job Network, Job Families (set to 'All Job Families'), and Duty Station (set to 'All Duty Stations'). At the bottom of the search criteria are buttons for 'Search', 'Clear', 'Save Search Criteria', and 'Basic Search'. A small note at the bottom states: 'Please note that cancelled Job Openings and those that have been filled with roster candidates do not appear in the search results as they are no longer open for applications. If you wish to see a list with these Job Openings click View Jobs Cancelled/Filled from Roster'.

3. Click **Save Search Criteria**.
4. Give your search a name and enter your email address.



The screenshot shows the 'Save Search' page in the Inspira system. At the top, there's a navigation bar with the Inspira logo and the text 'Human Resources Gateway' and 'Save Search'. Below this is a breadcrumb trail: 'Save Search | My Profile | My Applications | My Roster Memberships | My Notifications 2 | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts | My'. The main content area is titled 'My Saved Search' and features a form with the following fields: '*Name your search:' with the value 'HR SEARCH', 'Use As Job alert:' with a checked checkbox, and '*Send Job alert notification to:' with the value 'led@un.org'. At the bottom of the form is a 'Save Search' button.

5. Click **Save Search**.

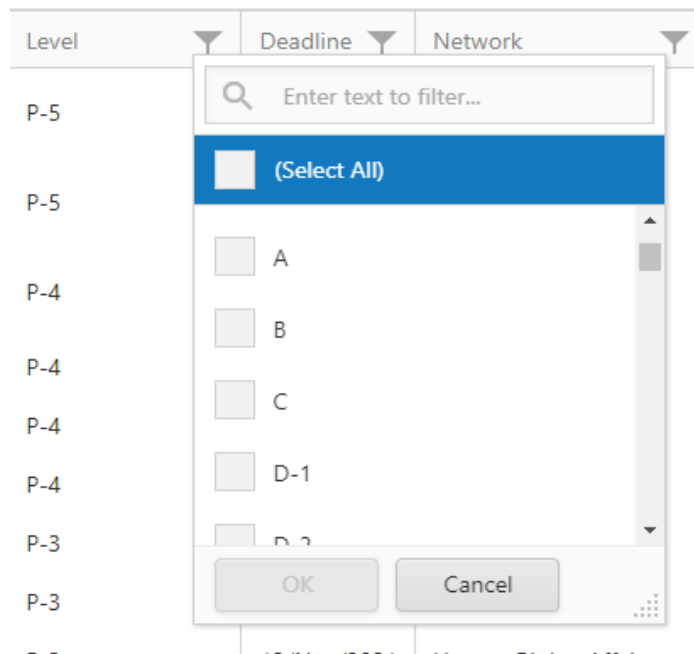
International Civil Service Commission (ICSC) Openings

To view all vacancies in the entire UN System:

1. Go to <http://jobs.unicsc.org/>.

Org	Location	J_title	Level	Deadline	Network
UN	PEMBA	Senior Humanitarian Affairs Officer / Deputy Head of Office [Filled from Roster]	P-5	12/Nov/2021	Humanitarian Affairs
UN	Addis Ababa (Ethiopia)	Senior Humanitarian Affairs Officer / Deputy Head of Office [Filled from Roster]	P-5	12/Nov/2021	Humanitarian Affairs
UN	ABU DHABI	PROGRAMME MANAGEMENT OFFICER	P-4	12/Nov/2021	Programme Management
UN	Maiduguri	Humanitarian Affairs Officer/CMCoord Officer	P-4	12/Nov/2021	Humanitarian Affairs
UNDP	Kabul (Afghanistan)	Humanitarian Specialist / Programme Manager	P-4	12/Nov/2021	
UNDP	Kabul (Afghanistan)	Humanitarian Specialist / Programme Manager	P-4	12/Nov/2021	
UNDP	Kabul (Afghanistan)	Humanitarian Specialist	P-3	12/Nov/2021	
UNDP	Kabul (Afghanistan)	Humanitarian Specialist	P-3	12/Nov/2021	
UN	Mexico City (Mexico)	HUMAN RIGHTS OFFICER	P-3	12/Nov/2021	Human Rights Affairs
UN	Beirut (Lebanon)	POLITICAL AFFAIRS OFFICER [Temporary]	P-3	12/Nov/2021	Political Affairs
UN	ARUSHA	ASSOCIATE TRANSLATOR - KINYARWANDA	P-2	12/Nov/2021	Language
UN	Bonn (Germany)	ASSOCIATE PUBLIC INFORMATION OFFICER	P-2	12/Nov/2021	Public Information
UN	Santiago (Chile)	HUMAN RESOURCES ASSISTANT (HR PARTNER) [Temporary]	G-6	12/Nov/2021	Human Resources
UN	New York (USA)	PUBLIC INFORMATION ASSISTANT [Temporary]	G-5	12/Nov/2021	Public Information
UN	New York (USA)	EDITORIAL AND DESKTOP PUBLISHING ASSISTANT, ENGLISH	G-5	12/Nov/2021	Language
UN	Vienna (Austria)	Budget Assistant	G-5	12/Nov/2021	Finance
UNDP	Maradi NIGER	ASSISTANT-E PROGRAMME SUD MARADI	SB-3	12/Nov/2021	

2. Click the arrow above any column to filter the search results on additional criteria:

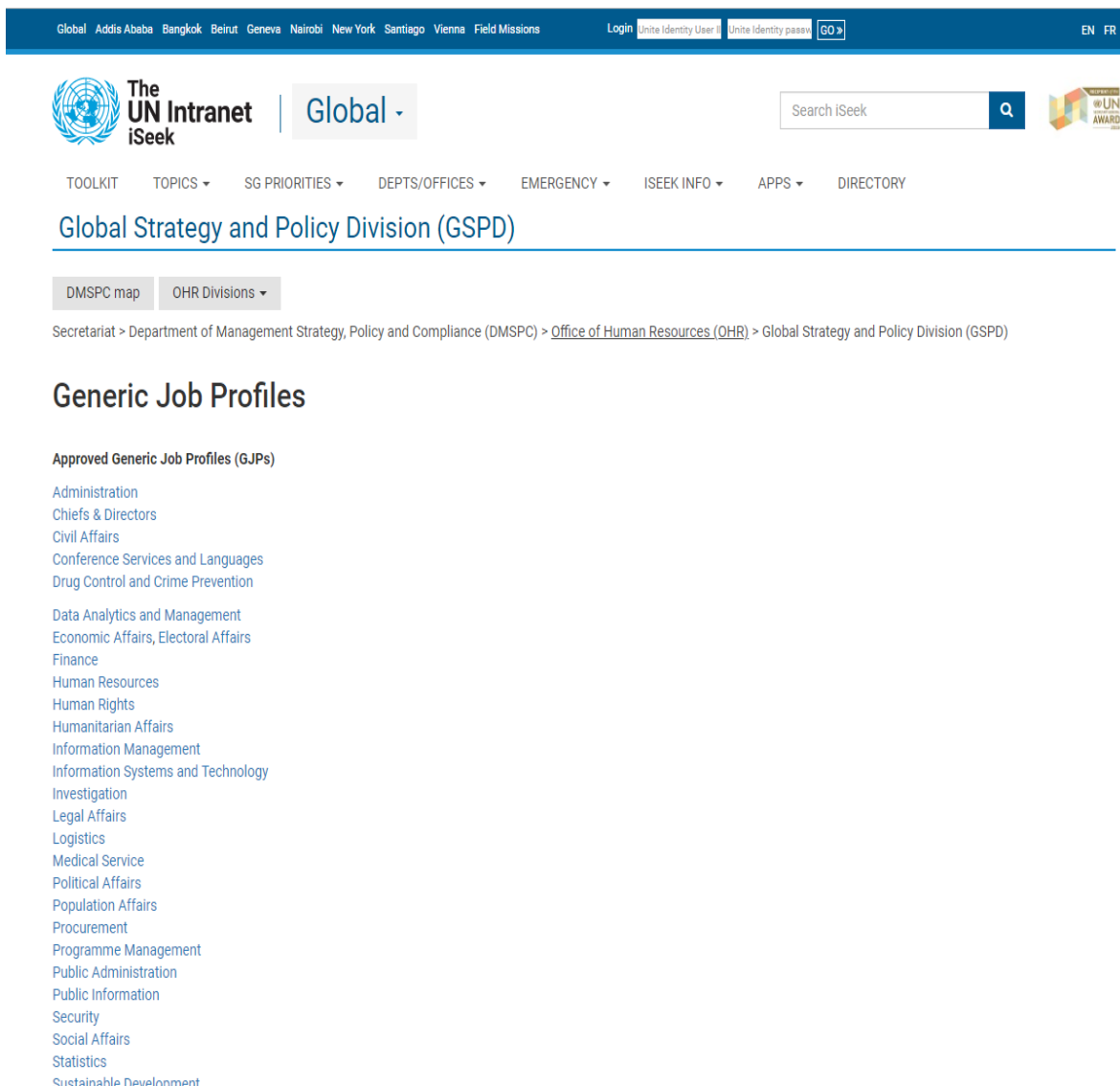


Generic Job Profiles

Generic Job Profiles provide an overview of the different types of positions available in the UN system. Each profile includes a statement of duties and responsibilities as well as a list of competencies required for the position. These profiles serve as a point of reference to help you determine whether you are prepared for such a position and, if not, the competencies you need to acquire to be considered as an applicant.

To view Generic Job Profiles:

1. Go to [Generic Job Profiles | iSeek \(un.org\)](#)
2. Click the occupational group of interest to you.



The screenshot shows the UN Intranet iSeek interface. At the top, there is a navigation bar with links for various locations (Global, Addis Ababa, Bangkok, Beirut, Geneva, Nairobi, New York, Santiago, Vienna, Field Missions) and login options. Below the navigation bar is the UN Intranet iSeek logo and a search bar. The main content area displays the breadcrumb trail: Secretariat > Department of Management Strategy, Policy and Compliance (DMSPC) > Office of Human Resources (OHR) > Global Strategy and Policy Division (GSPD). The title "Generic Job Profiles" is prominently displayed. Below the title, there is a section for "Approved Generic Job Profiles (GJPs)" with a list of 30 categories: Administration, Chiefs & Directors, Civil Affairs, Conference Services and Languages, Drug Control and Crime Prevention, Data Analytics and Management, Economic Affairs, Electoral Affairs, Finance, Human Resources, Human Rights, Humanitarian Affairs, Information Management, Information Systems and Technology, Investigation, Legal Affairs, Logistics, Medical Service, Political Affairs, Population Affairs, Procurement, Programme Management, Public Administration, Public Information, Security, Social Affairs, Statistics, and Sustainable Development.

3. Click the specific job, category, and level of interest to you.

TOOLKIT TOPICS ▾ SG PRIORITIES ▾ DEPTS/OFFICES ▾ EMERGENCY ▾ ISEEK INFO ▾ APPS ▾ DIRECTORY

Global Strategy and Policy Division (GSPD)

DMSPC map OHR Divisions ▾

Secretariat > Department of Management Strategy, Policy and Compliance (DMSPC) > Office of Human Resources (OHR) > Global Strategy and Policy Division (GSPD)

GJP Administration

Administration BKM PRN GJPs

Professional

- P-2, Associate Administrative Officer
- P-3, Administrative Officer
- P-4, Administrative Officer
- P-5, Chief of Unit/Section
- P-5 to D-1, Executive Officer
- P-5/D-1/D-2, Chief/Director of Mission Support

General Service

Messenger: GS-1 and GS-2	Administrative Assistant: GS-5, GS-6, GS-7
Office Assistant: GS-2	Facilities Management Assistant: GS-4, GS-5, GS-6, GS-7
Driver: GS-2, GS-3	Graphics Arts Assistant: GS-4, GS-5, GS-6
Inventory and Supply Assistant: GS-4, GS-5, GS-6	Staff Assistant: GS-5, GS-6 (Senior Staff Assistant)
Mail Assistant: GS-3, GS-4, GS-5, GS-6, GS-7 (Supervisor)	Travel Assistant: GS-5, GS-6, GS-7
Team Assistant: GS-3, GS-4	

NO-C

- Administrative Officer NO-C

Interns

- Intern

Other occupational groups: Administration, Civil Affairs, Conference Services, Drug Control and Crime Prevention, Economic Affairs, Electoral Affairs, Finance, Human Resources, Human Rights, Humanitarian Affairs, Information Management, Information Systems and Technology, Investigation, Legal Affairs, Logistics, Medical Service, Political Affairs, Population Affairs, Procurement, Programme Management, Public Administration, Public Information, Security, Social Affairs, Statistics

5 March 2020

4. Review the detailed Generic Job Profile.

GENERIC JOB PROFILE
Associate Programme Officer - P2

Organizational Setting and Reporting Relationships: These positions are located in organizational units throughout the Secretariat both at Headquarters and UN Offices away from Headquarters. The Associate Programme Officer typically reports to the head of a unit or to a senior Programme Officer. The focus of these jobs is the implementation, monitoring and evaluation of programmes, operations and other activities in a particular sector, geographical or functional area.

Responsibilities: Within delegated authority, the Associate Programme Officer will be responsible for the following duties: *(These duties are generic, and may not be performed by all Associate Programme Officers.)*

- Works with key clients to facilitate the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging development issues and trends, participation in impact evaluation or equivalent studies, etc.
- Assists in performing consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Participates in survey initiatives; issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

Work implies frequent interaction with the following:

Counterparts, officers and technical staff in relevant Secretariat units and in UN funds, programs and other UN specialized agencies.

Representatives and officials in national governments, international organizations, consultants

Reach Out to Your Connections

Have you connected to key people in your network to share your career interests and get information about possible job opportunities?



Of course, there have been lots and lots of people who have helped me throughout my career. They've helped me through mentoring and supporting my career development. It wasn't that someone said to me, "Oh, I want you to come work with me." It was more that individual people recognized my ability and gave me a chance to work in those areas and to contribute my talents to the UN.

--- Philippa Burgess-Arcos, Chief
Editorial Control Section



Instructions: Enter the names of people in your network who might be helpful in your effort to advance or change your career path. You can type as many names as you want in each category.

Note: A "Super Connector" is a person who has many connections. He or she usually knows many more people than average. For example, a Super Connector's network might include senior colleagues, fundraisers, people in public relations, media personnel, and the like.

Who are some of your important connections?

Friends:	Names
Mentors:	Names
Super Connectors:	Names
People outside your friendship circle:	Names
Managers:	Names

Note: Activity 7, "Building Career Connections," covers networking in more detail.

Options for an Action Plan

In addition to regularly scanning for opportunities and networking with your contacts, there are many other options you might consider including in your career action plan, some of which are listed below.



Instructions: Select each option which you want to include in your action plan. You can check as many options as you want. You can also add options which don't appear on this list by checking "Other" and entering them in the box below it.

Which of the following options might be possible to include in your action plan?

- Return to school for a higher degree or professional certificate
- Participate in a UN or outside training to upgrade substantive skills
- Apply to the Sabbatical Leave Programme or request Special Leave Without Pay (SLWP)
- Take the YPP exam¹ (if eligible)
- Research mobility options (for example, undertaking peacekeeping or electoral mission assignments, moving to a new function, or making a lateral move to a new position)
- Seek out mentoring/coaching support
- Volunteer for a special assignment (for example, a task force, committee, project or covering for a colleague)
- Work short rotations in other units to get experience performing new functions
- Update your CP and motivation statement²

¹ For general information about the Young Professionals Programme, see <https://careers.un.org/lbw/home.aspx?viewtype=NCE&lang=en-US>. To find out whether you are eligible for and how to apply to YPP, see <https://careers.un.org/lbw/home.aspx?viewtype=NCEA>.

² For help preparing your CP and motivation statement, please enrol in the self-paced learning programme [Pursuing Your Career in the UN](#).

Regularly apply for vacant posts

Experiment with a new type of work without making a long-term commitment (such as by volunteering or by accepting a short assignment in a different capacity)

Enter any additional options you want to include in your action plan.

Getting from Where I Am to Where I Want to Be

Create a personal career plan for the next 6 months based on your self-assessments and the ideas presented so far in this workbook. First, identify up to three career-related goals you want to accomplish in the coming months. Then, list up to five steps you plan to take to reach those goals.

Use the SMART paradigm as a guide when setting your goals. SMART goals are:

Specific
Measurable
Achievable
Realistic
Time-sensitive

Include as much detail as you can about what you want to achieve, how you want to achieve it, how you'll know when you've achieved it, and by when you want to achieve it.



Instructions: Enter your goals and action steps in boxes below. You can type as much as you want in each box.

1. Within the next six months, I will accomplish these career-related goals:

a.

Goal

b.

Goal

c.

Goal

d.

Goal

e.

Goal

f.

Goal

2. To accomplish these goals, I will:

a. Action

b. Action

c. Action

d. Action

e. Action

f. Action

Getting Support for Your Plan

Most people need help creating and implementing their career plan. You may seek and get such support by having extensive discussions with a manager, mentor, career coach, or trusted peer. This dialogue may provide you with different perspectives on your goals, other strategies for achieving them, resources (such as finances) to enable these activities, and ongoing feedback on your progress.



Have expectations but try to be patient.... I don't think it's good to feel that a system is going to take care of you at all stages of your career. I think you have to take charge yourself.

*--- Linda Stoddart, Ph.D., Head
Dag Hammarskjöld Library*



Instructions: Type your answers below. You can enter as much text as you want.

1. Who will you seek out for feedback on your plan?

Your response

2. Who can you ask to support you in implementing your plan?

Your response