

Reference: Eligibility to take the UN Language Proficiency Examination: Certification of “use of language on regular basis for work”

With reference to ST/AI/2016/9, paragraphs 3.2, and the associated detailed eligibility requirements posted on the UN LPE website (<https://hr.un.org/page/language-proficiency-examination-lpe>), UN staff members who are admitted to participate in the UNLPE because they use the language being tested “on regular basis for work”, must demonstrate they have the “knowledge equivalent” to that of the highest level of the United Nations Secretariat language course in the subject language. (The LPE examination is NOT intended for staff members who simply work in an office environment where they are exposed to the language.)

Staff members who register for the LPE on the basis that they “use the language on a regular basis for work”, must have their direct supervisor and Second Reporting Officer/Head of Office complete the verification form below, and attach it to their application in *inspira*:

Date: ____/____/____

Dear LPE Administrator,

I, _____, the direct supervisor of _____ hereby certify that this LPE applicant currently demonstrates working proficiency of the subject language (which could be considered equivalent to the highest level of language knowledge obtained in the UNS language course). The staff member currently and regularly uses the _____ language in his/her daily work, as indicated below:

- Drafts written correspondence on a regular basis such as letters, memos and e-mail messages
- Regularly liaises verbally with internal and external counterparts
 - on telephone and/or video conferences
 - in meetings and in the office setting
- Other: _____
-

Sincerely yours,

Name of Supervisor
(First Reporting Officer)

Signature

Name of Second Reporting Officer
(Second Reporting Officer/Head of Office)

Signature

Note: If the staff member is applying to take the LPE in one of the UN working languages of the duty station, this letter may be signed by only the First Reporting Officer.