

Insider's Guide to United Nations Jobs and Internships



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INTRODUCTION

To many, the United Nations is a symbol of international legal cooperation and camaraderie—a place where changes in social, economic and political well-being can be made on a global scale. It was in this spirit of international cooperation that the UN charter was written, establishing the main purposes of the United Nations to be:

- maintaining world peace and security;
- promoting respect for the principles of equal rights, international law and self-determination of peoples;
- promoting economic development and social progress across the world; and
- being a center for harmonizing the actions of nations in attaining these common ends.

In pursuing these objectives, the United Nations has rapidly developed into a multifaceted and complex organization serving numerous Members States and developing nations. This wide-ranging scope affords law school students and graduates with an unparalleled amount of practice settings, issue areas and career options in almost every corner of the world.

While the extensiveness of the United Nations is certainly one of its strengths, it can also make embarking on a career search particularly daunting. The size and complexity of the United Nations would alone be enough to make acquiring a position a challenge, but accompanied with the lack of uniformity (and frequent changes) in the hiring processes and the sometimes bureaucratic nature of most intergovernmental organizations, beginning a career there can seem impossible and discouraging. While acquiring a position at the United Nations may be challenging, with patience, determination, and good preparation it is certainly an achievable goal.

For many offices within the UN, you will have to be willing to do your most assertive networking or be able to present a truly outstanding resume of experience in public international law to have a real chance for securing permanent employment.

With that said, this Guide will detail many avenues by which permanent employment with the UN, if still challenging, is at least an attainable goal. The purpose of this Guide is to give you an insider's advantage in your search by providing you with explanations of the United Nations system and organizations, information on internships and post-graduate employment at prominent UN organizations, and step-by-step guidance to the application process.

The expansive nature of the United Nations means that it is extremely important to think carefully about your professional objectives and your specific competencies that will help you achieve them. You should take time to evaluate your personal and professional qualifications and goals before you begin on this journey. Asking the right questions is the first step to this process: are you ready for an international career that can place you anywhere around the world? If so, are you willing to wait for several months or even years to go through a slow and sometimes inefficient process of

recruitment? Have you chosen the part of the United Nations where you want to work? Do you meet all the requirements for the positions required by those organizations?

GENERAL UNITED NATIONS INFORMATION

Founded in 1945 with the establishment of the UN Charter, the United Nations has rapidly grown into an organization composed of numerous smaller offices, programs, funds and specialized agencies. There are six principal organs under which the various offices, commissions, agencies and subsidiary bodies fall based on their function:

1. General Assembly;
2. Security Council;
3. Economic and Social Council;
4. International Court of Justice;
5. Secretariat; and
6. Trusteeship Council (*suspended operation in 1994*).

In addition to these six larger bodies, the United Nations System (the UN Family of Organizations) arranges the smaller departments into a coherent structure.

The General Assembly serves as the main deliberative organ of the United Nations and is the only one that is equally represented by all 192 member nations. It begins each session with a general debate, setting the issue agenda for the year. The General Assembly is responsible for overseeing the budget of the United Nations, appointing non-permanent members to the Security Council, following the work of other parts of the United Nations and making recommendations through issuing General Assembly Resolutions. The General Assembly is organized into six broad subsidiary organs.

The Security Council is charged with the task of maintaining international peace and security. It is composed of 15 Member States, five of which are veto-wielding permanent members and ten of which are two-year term elected rotating ones. The five permanent seats include: China, France, Russia, the United Kingdom, and the United States. While on issues of procedure the Security Council only requires a nine-vote majority, on substantive issues the Council also requires that there are no negative votes from the permanent members.

The Economic and Social Council (ECOSOC) was established for the purpose of coordinating the economic, social and related work of 14 UN specialized agencies, its functional commissions and five regional commissions. Composed of 54 Member States with three-year rotating terms, the ECOSOC utilizes over seventy percent of the United Nations' human and financial resources. Like the General Assembly, the ECOSOC holds sessions periodically throughout the year and then delineates the responsibility of implementing programs to smaller subsidiary bodies.

The International Court of Justice (ICJ) is composed of fifteen Justices elected by the General Assembly and the Security Council in their personal capacity and acts as the main UN judicial organ for settling legal disputes between states. The ICJ decides on

cases brought before it by states. It also issues advisory opinions at the request of the General Assembly, the Security Council, a subsidiary body that has been authorized to request an opinion, or duly authorized international organs and agencies.

The Secretariat acts primarily as the administrative hub of the entire United Nations, as it serves the other organs of the United Nations by coordinating the administrative aspects of their projects and policies through a wide-array of subsidiary offices. Headed by the Secretary General, the Secretariat is responsible for carrying out many of the programs established by the General Assembly and the Economic and Security Council. In addition to implementing the mandates of the other United Nations organs, the Secretariat is responsible for ensuring the smooth operation of the entire UN system.

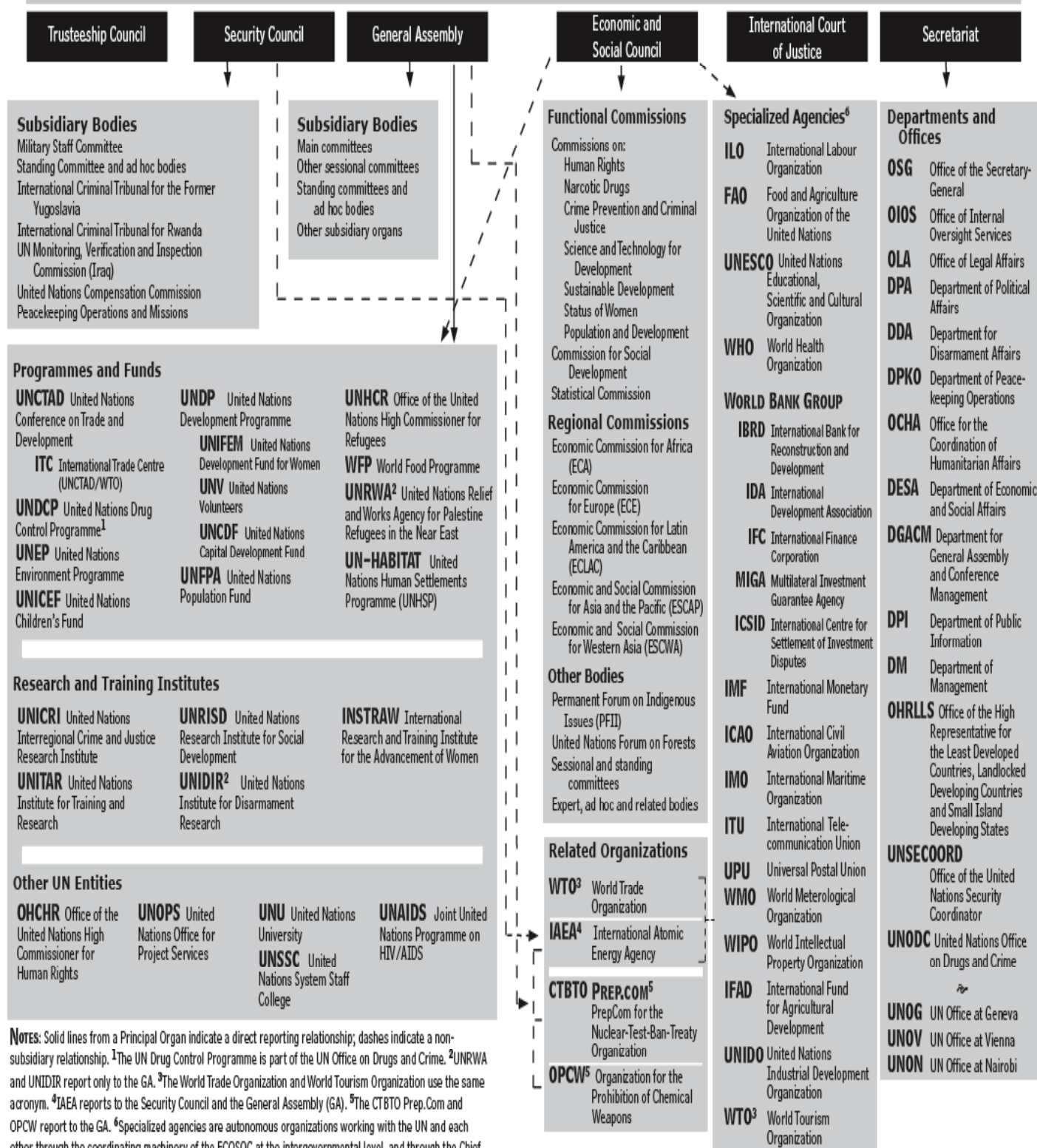
The Trusteeship Council was established in 1945 with the purpose of supervising the transition of 11 territories, which were under the administration of seven Member States, to self-governance. As of late, all of these territories have successfully completed this transition, and the Trusteeship Council suspended operation in 1994. Accordingly, the General Assembly has been considering removing the Council from the United Nations umbrella entirely.

The United Nations System is comprised of the UN offices, programs and funds, subsidiary bodies, and specialized agencies. The programs, funds and agencies have their own governing bodies and budgets, and set their own standards and guidelines. Many of these bodies meet as committees or boards only several times a year and are normally composed of representatives of Member States. See page 7 for the UN System chart.



The United Nations system

PRINCIPAL ORGANS



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UN Internships: Over the past ten years, HLS students have obtained summer internships at the following United Nations entities:

Department of Political Affairs (DPA)
Department of Peacekeeping Operations (DPKO)
Development Fund for Women (UNIFEM)
Division for Sustainable Development (DSD)
End Poverty by 2015 Millennium Campaign
Food and Agriculture Organization of the United Nations (FAO)
Human Rights Committee
International Chamber of Commerce (ICC)
International Criminal Tribunal for the Former Yugoslavia (ICTY)
International Criminal Tribunal for Rwanda (ICTR)
International Law Commission
Office of the United Nations High Commissioner for Human Rights (OHCHR)
Office of Internal Oversight (OIO)
Permanent Mission of the Republic of Maldives to the United Nations Office at Geneva.
United Nations
UNAIDS
United Nations Assistance to The Khmer Rouge Trials (UNKART)
United Nations Association of Great Britain and Northern Ireland (UNA-UK)
United Nations Children's Fund (UNICEF)
United Nations Commission on International Trade Law (UNCITRAL)
United Nations Development Program (UNDP)
United Nations Department of Peacekeeping Operations
United Nations Educational, Scientific and Cultural Organization (UNESCO)
United Nations Environment Program (UNEP)
United Nations Framework Convention on Climate Change
United Nations High Commissioner for Refugees (UNHCR)
United Nations Institute for Disarmament Research (UNIDIR)
United Nations Inter-Agency Project on Human Trafficking (UNIAP)
United Nations Office at Vienna
United Nations Office of Internal Oversight Services (OIOS)
United Nations Office of Legal Affairs (OLA)
United Nations Office on Drugs and Crime (UNODC)
United Nations Special Rapporteur on Torture
United Nations Security Council
United States Mission to the United Nations (USUN)
World Bank
World Food Programme (WFP)
World Health Organization (WHO)

THE APPLICATION PROCESS

Before You Apply for Post-Graduate Employment:

There are a number of steps you can take to increase the likelihood of success before you submit your application. What is most important is for hiring coordinators to be able to identify your commitment to international law.

Academic Background: Like most employers, the United Nations is looking for its hires to have both a demonstrated commitment to and a familiarity with their area of specialization. Especially for recent graduates, both of these qualities can be well-reflected in your academic background. United Nations hiring coordinators have consistently said that they like to see courses relating to international law. Fortunately, HLS offers a number of resources for students interested in international law. The HLS International Legal Studies (<http://www.law.harvard.edu/news/spotlight/ils/>) department offers course listings and other information on international academic opportunities at HLS. While overloading on international law is by no means necessary to gaining employment at the United Nations, a handful of courses in the field(s) of international law that most interest you (or are applicable to your career objectives) are always helpful. Remember also that many UN organizations have narrower specializations, for which background in other specialized areas of law might be helpful: e.g., immigration law, human rights law, or constitutional law.

Clinical Placements & Summer Jobs: Clinical placements are important and summer or winter-term internships are a critical way to express your commitment to a given field of international law. The most common source of international clinical placements at HLS is the Human Rights Program (www.law.harvard.edu/programs/hrp), which offers a variety of practice settings to 2Ls and 3Ls looking for clinical projects in international human rights and humanitarian law. The Law and International Development Society also offers volunteer and clinical opportunities in development and rule of law projects. Clinical placements allow you to get a feel for different practice areas and to take risks that you might not otherwise take without the supervision of a clinical instructor. Additionally, internships during the summer and winter term allow you to gain more experience in a specific field of international law, and there is funding for summer and winter terms available (www.law.harvard.edu/news/spotlight/ils/iti/funding.html) that can make an unpaid internship more feasible.

Interning at the United Nations while you are a law school student can offer a number of benefits. First, it allows you to get a feel of the United Nations system and UN policies and thus helps you evaluate if the UN is indeed a place where you would like to pursue employment. Second, it provides you with an opportunity to network and establish contacts and references inside UN organizations that you can utilize later, and serves as a testament of your familiarity with the operations of an international organization. Finally, as a practical matter, interning at the United Nations during law school can be useful because many United Nations organizations implement a “six month rule,” which states that you cannot apply for a permanent position at the organization until six months after the end of your internship. Accordingly, interning

during your academic career eliminates what would otherwise be an awkward interim between interning and employment.

Though it can be useful to partake in internships at the United Nations, there are a number of other non-governmental organizations (NGOs) and international governmental organizations (IGOs) that many United Nations offices view as equally credible when reviewing applications for permanent employment, such as: Amnesty International, the European Union (EU), NATO, the Association of Southeast Asian Nations (ASEAN), OXFAM, Human Rights Watch, CARE, The International Federation of Red Cross and Red Crescent Societies, Simon Wiesenthal Center, etc. Interning at a number of NGOs/IGOs that appeal to you will also be beneficial in helping you determine if working for the United Nations is truly for you.

Professional Work Experience: While interning at the UN requires little previous work experience, gaining permanent employment relies mainly on your having solid professional experience that relates to the work you would like to do in the United Nations. Experience in international organizations is a huge asset, as it means that you will adjust more readily to the operations of an organization such as the UN. There are a number of reasons to work at law firms, academic or research institutions or NGOs or IGOs before applying to the United Nations. The most obvious of them is that there are very few UN organizations that will hire a candidate for a standard external job vacancy with little or no work experience. Generally, an entry level position at any organization within the United Nations requires a minimum of three years of relevant working experience. However, it is not just a matter of working for three years before applying. Recruitment officers place heavy emphasis on the “relevance” of your experience, which means that there are certain organizations that can be more beneficial to work for than others if your aim is to gain employment at the United Nations. The United Nations may recruit through well-known NGOs (Amnesty International, Human Rights Watch, Oxfam, Red Cross, Save the Children, etc.) as they provide particularly relevant experience for individuals looking to work for the United Nations at least in the human rights and humanitarian law areas. Also, when working for these organizations, the United Nations looks favorably upon the individuals who are working in regions where the United Nations is also established, as it speaks of the candidate’s familiarity with the area. Another particularly helpful experience one might want to have is field work. It is looked upon favorably by all offices and bodies in the UN and required by some.

Networking: Second only to work experience, networking is an absolutely essential aspect of gaining employment at the United Nations. Beyond the fact that networking can alert you for open or new positions at the United Nations, networking can also provide you with references that come from within the UN system and are accordingly seen as particularly credible. Internships are of course the most obvious means of acquiring contacts and references that can help you gain permanent employment at a later juncture; however, there are a number of other methods of networking that require less of a time commitment. A large number of professors at Harvard Law School and Harvard Kennedy School have connections with the United Nations or other closely linked organizations and are often willing to put in a good word, or at the very least, give you further contact information. Additionally, an often untapped resource is retired

United Nations diplomats and employees. They often acted as bosses or mentors of those people presently in upper level positions at the UN.

Applying for Internships

The regulations and processes for applying for unpaid internships at the United Nations vary from organization to organization. Law school students interested in interning with the UN Secretariat at the UN Headquarters in New York can apply through the unified UN Internship Programme system (www.un.org/Depts/OHRM/sds/internsh/index.htm). The UN Headquarters internship is full-time and offered over three sessions: mid-January to mid-March; early June to early August; and mid-September to mid-November. The departments to which interns are assigned and the duties for which they will be responsible are based on the experience and qualifications that they bring. Applicants should apply using the Inspira system (<http://careers.un.org>); after registering and creating your profile, search for the 'Internship' listing at the bottom of the main page, follow the link and select the 'apply now' option.

There are many other internship programs within the UN. There is a website created especially for promoting youth opportunities with the IGO:

<http://www.un.org/esa/socdev/unyin/internships.htm>. For more information and links to other UN bodies' internship programs, visit:

<http://intlorganizationjobs.state.gov/iva/default.aspx> and click on Internship Links.

Applying for Permanent Employment

Arguably the most challenging part of gaining employment at the United Nations is navigating the incredibly nuanced and varied hiring procedures of the different departments, agencies and funds. However, there is some general information that will help you more fully understand the United Nations hiring process and that can be useful during the application process.

Professional Levels: There are various gradations of occupational levels that the United Nations uses. Below is a listing of the most common of these levels that you should be familiar with while searching for a vacancy. While lawyers can enter a UN organization at any of these levels, recent law graduates are most likely to enter at P-2 or P-3 post.

P-2: Entry level, except for field missions (i.e. peacekeeping operations), generally reserved for successful candidates of the Young Professionals Programme (YPP) of the UN Secretariat (formerly known as the National Competitive Recruitment Exams (NCREs)), as well as for Junior Professional Officers (JPOs)

P-3: Middle management, more analysis required than P-2, filled by insiders being promoted or by outside recruitment, requires about five years of experience

P-4: Middle management, requires about ten years of experience

P-5: Upper management, responsible for entire unit (4-12 people), requires fifteen years of experience

D1&D2: Top level management, 25 years of experience
ASG: Assistant Secretary General
USG: Under Secretary General
DSG: Deputy Secretary General

Usually
appointed

International/Geographic Positions

Many positions are considered international positions. This means that they must be filled according to the nationality quotas (so-called “desirable ranges”) set for the Secretariat in general on the basis of a country’s contribution to the UN budget. UN offices do not typically include this information in job postings, and are often unaware as this is a matter for the Office of Human Resource Management. However, the desirable ranges are indicated in a public document of the General Assembly. To search for the document, locate the latest GA resolution on human resources management, which will footnote the Secretariat document on “Composition of the Secretariat.” Though generally well-represented within the UN, U.S. citizens will find that many organizations seek U.S. nationals even when they are within range but below midpoint, meaning that they are at risk for being underrepresented.

P-11, P11 or Personal History Profile (PHP) Form

For many positions that you will apply for the United Nations, you will need to fill in a so-called P-11/P11/Personal History Profile (PHP) form. It requires you to fill in basic personal, educational and work information. The form will be available at each job posting requiring it. You can also view the form by visiting the following link: <http://unscol.unmissions.org/portals/unscol/PHP-P11%20Form.doc>.

You can create a draft PHP on Inspira that is not geared towards a particular job but can be saved and used in the event that a volunteer or other job crops up that you want to apply to quickly.

Application Systems

There are a number of avenues through which you can apply to work at the United Nations, though some hold more promise than others.

Departments or organizations often have specific procedures, such as the Leadership Development Programme (LEAD) and Junior Professional Officers (JPO) programs, or the International Professional Roster. However, there are others that you can use a bit more generally: the Inspira system (which replaced the previously used Galaxy System) is the online interface for UN job applications in the Secretariat. The Young Professionals Programme (YPP) is the testing system for entry-level jobs in the UN Secretariat, and the United Nations Volunteers (UNV).

The Inspira System (<http://careers.un.org>)

Inspira is the centralized online staffing system for the United Nations Secretariat. Most job openings on Inspira are for a specific position in a particular office and duty station, but there are also “generic” job openings, which are used to create rosters of candidates from which HR representatives select employees as job vacancies arise.

Generic job opening descriptions include the text “This job opening is for roster purposes.” The application process for both specific and generic job openings is the same. Detailed application instructions are found at <https://careers.un.org/lbw/home.aspx?viewtype=AP>.

Before preparing a job application, you must complete an online registration. To register, click the ‘login’ page on the top menu of <http://careers.un.org>, and then click on the ‘Register Now’ link. After registering, go to the website and search for job postings that you are interested in at the bottom of the page. Once you have selected a position you want to apply for, simply click on the ‘apply now’ with your registration information. Internal candidates applying through Inspira should use <https://inspira.un.org> instead.

It is important to understand that Inspira is used only for jobs within the UN Secretariat. The United Nations funds, programs, and specialized agencies use their own websites, software platforms, and recruitment processes, and you would need to go their specific website for recruitment information. For links to websites of selected UN agencies, see page 40. The following two links can also be helpful in leading you to other agencies’ websites: www.unsystem.org/jobs/job_opportunities.htm; www.state.gov/p/io/empl/125507.htm.

Young Professionals Programme (YPP) of the UN Secretariat
(www.careers.un.org/lbw/home.aspx?viewtype=NCE)

The Young Professionals Programme (YPP), formerly known as the NCRE (National Competitive Recruitment Examination), is a recruitment initiative that selects new UN employees for positions in the Secretariat through an annual entrance examination. The YPP is administered by the Office of Human Resource Management (OHRM) in a variety of disciplines, known as *job families*; examples include areas such as Human Rights, Humanitarian Affairs, Statistics, and Legal Affairs. The OHRM changes the job families for which the YPP is offered each year depending on the projected hiring needs of the Secretariat. Presently, the YPP is the only way the UN Secretariat hires P-2 (entry-level) candidates; therefore, it is an integral part of UN recruitment. To view which Departments and Offices are included in the UN Secretariat, refer to the system chart on page 7.

The overall purpose of the YPP is to even out the national representation in the Secretariat by specifically recruiting unrepresented or underrepresented nationalities, as well as nationalities that are at risk for being underrepresented in certain job families. The Secretariat assigns quotas for each member state, based on states’ representation, population, and contributions to the UN; these quotas are used to determine which countries participate in a given year. It should be noted that many Western countries (such as the United States and the United Kingdom), which may not seem to be underrepresented in the Secretariat, are regularly included in the YPP.

The YPP of the UN Secretariat has no affiliation with other Young Professional programs, notably the YPPs of UNESCO and the World Bank; these other programs maintain their own websites and have their own hiring procedures.

Minimum Qualifications:

To be eligible to apply to the YPP of the UN Secretariat, candidates must:

- Hold at least a first-level university degree relevant to the discipline in which the examination will be taken
- Not be more than 32 years old on December 31 of the year of the application
- Be fluent in either English or French
- Be a national of a participating country

Applying to the Exam: Candidates must first apply to an entrance exam in a particular job family. Candidates can only apply to the exam in one job family; applying to multiple job families results in disqualification at the time of the application deadline. The exams are not administered annually for each Member State; rather, the exams are administered for various different Member States each year depending on which States are unrepresented, underrepresented, or borderline underrepresented within the Secretariat.

In 2011, citizens of 76 participating countries (including the United States) can sit for the exam in the following job families:

- Administration
- Humanitarian Affairs
- Public Information
- Statistics

The YPP only invites a maximum of 40 applicants from the same country to take the exam in a given job family. This means that eligibility requirements are typically more demanding than they appear on paper, since the number of applicants from the same country may exceed the cap of 40 exam takers per job family. American citizens usually submit hundreds of applications for these spots, so applicants are evaluated further in terms of higher degrees, work experience, international exposure, other UN languages, and publications.

There is no fee for application and no entry fee to sit for the entrance exam. However, candidates must make their own travel and accommodation arrangements (and cover their own expenses) if they need to travel for this exam.

In the U.S., at minimum, the exam will be offered at the UN Secretariat office in New York, at U.S. governmental offices in Washington D.C., and sometimes at other federal offices in San Francisco, Los Angeles, or Chicago, depending on whether the minimum number of test takers for a given location is met. It is worth noting that non-citizens studying in the U.S. may be convoked to take exams for their nationalities in U.S. locations, and that Americans living or working abroad can take the exam abroad, in the nearest offered examination center.

Interested candidates should apply to take the exam by October 9, 2011. If selected, those individuals will have to take the exam on December 7, 2011.

Exam Format: The exam consists of a written exam and an interview. The four and a half-hour written exam consists of two parts: (a) a general paper that tests drafting skills, as well as several short-answer questions covering a broad range of topics in international affairs; and (b) a specialized paper that tests the substantive knowledge of the particular job family for which the candidate is applying. Candidates must draft the general paper in English or French, but they may write the specialized paper in any of the six official UN languages. Candidates must manage their own time for the different parts of the written exam.

The exam is marked by the Central Review Examinations Board. Officially, results should be announced in April of the year following the examination date. However, the amount of time the Board takes to grade the exams in a given year may vary, so this projected date is not always determinative.

Successful candidates are invited for an interview. To arrange the oral interview, candidates must correspond with the UN to book travel arrangements and may pay a portion of the expenses up front. However, the UN will offer a stipend paid a few months later to reimburse the candidate for travel costs affiliated with the interview.

The interview is competency-based: candidates have the opportunity to share their previous experiences and speak about their skills and strengths. In addition, candidates are asked four questions testing knowledge of current events and how they relate to the UN. The questions span different subject matter (e.g. Peace and Security; Economic and Social Development; Science, Technology and Culture). Candidates can pass on one question (meaning they can receive up to five questions), but should use the pass sparingly, as they cannot return to the original question if the second option is more challenging.

Those who successfully go through the interview process have passed through the YPP. These candidates are then placed on a roster, which is valid for two years. The roster is called upon as vacancies become available. The UN states on the YPP website that the probability of candidates being offered jobs during this two-year period is quite high. However, candidates should keep in mind that the UN does not guarantee jobs to successful candidates. In fact, the UN has had trouble in recent years getting candidates off the roster through the program (which was known as the NCRE until 2011). Previously, the NCRE roster had no expiration date, which means that those accepted to the roster often waited several years before getting a position; some candidates remained on the roster indefinitely. Quite often NCRE candidates had to wait long enough so that they had progressed professionally beyond the P-2 entry-level positions for which they initially sought employment. The new YPP seeks to eliminate this particular problem by limiting a candidate's roster status to two years. However, it is yet to be seen whether this change will have a significant impact on the availability of UN jobs through the YPP, which otherwise resembles its NCRE predecessor.

Choosing the Right Exam: Before applying to the YPP entrance exam, candidates should consider which job family best aligns with their qualifications. Since admission to the entrance exam is very competitive, applicants should have academic credentials

and/or practical experience in the job family for which they apply. In previous years, the UN has offered exams in job families such as Legal Affairs, Security, Web Development, Human Rights, Humanitarian Affairs, Economics, Administration, Public Information, and Statistics. Generally speaking, Legal Affairs, Human Rights, Political Affairs, Civil Affairs and Humanitarian Affairs are the job families most geared towards lawyers. Applicants can get a better feel for the different job families by visiting the YPP website, which publishes sample exams of the job families being offered that year.

Candidates should also keep in mind that their future jobs with the UN will not necessarily be related to the YPP exam they take. Candidates who pass through the YPP will likely be offered positions in a related field for their first UN contract; however, there is a high degree of mobility for UN employees once they get their feet in the door. Additionally, a successful candidate in one job family could be offered a position in a different field, depending on the hiring needs of the Secretariat. Therefore, when applying to a particular exam, YPP candidates should consider their chances of being selected rather than their long-term career goals.

As part of this thought process, candidates should realize that the timing of their application is important. Since the list of participating countries and offered job families changes from year to year, eligible candidates should take advantage of opportunities to apply in their desired fields (i.e. job families that align with their qualifications.) Such opportunities may be infrequent, and will give candidates the best chance of selection at the application stage.

Preparing for the Exam: To prepare for the exam, candidates should first consult YPP exam samples at <https://careers.un.org/lbw/home.aspx?viewtype=NCES>. Candidates should especially notice the difference between the general and specialized sections of the exam when formulating a study strategy. Candidates do not need to spend a lot of time preparing for the general section, since the general paper mainly tests one's reading comprehension skills. Aminta Ossom ('09), who passed the 2010 Human Rights exam (two HLS grads were among the thirty-nine worldwide rostered for the 2010 Human Rights exam), stresses that the most helpful preparation a candidate can do for the general section is to "take a practice exam under strict time constraints."

Candidates should spend a greater amount of time preparing for the specialized section since it tests substantive knowledge in a particular field. For this paper, candidates should feel comfortable writing about how the UN operates in the context of their particular job family. The legal affairs test resembles law school exams, and even the human rights test includes essay questions that present fact patterns that require issue-spotting and role-playing. Very few questions ask open-ended questions to test substantive knowledge (i.e. what is the X protocol about?). For example, when preparing for the Human Rights exam, Aminta Ossom explains that she studied the "UN human rights system and mechanisms," and "brainstormed how the UN would apply these functions in different situations." She also adds that she "researched and outlined secondary sources such as books on the UN human rights system" to help direct her study. Ossom further explains that at the end of her study, she "took the sample human rights questions the UN provided and made them into a timed practice exam." All in all, she concludes, these study measures "made me feel prepared and more

comfortable taking the exam,” even if “a lot of what I studied wasn’t necessarily on the exam.”

Candidates who pass the written exam should spend some time preparing for the oral interview. In the interview, candidates will have the chance to indicate their preferences for job placement, so they should have an idea of duty stations and job functions that interest them. They should also be ready to give a compelling account of how their past experiences have prepared them for employment in the UN. Additionally, candidates should possess knowledge of the UN’s structure to help them answer interview questions about current events and international affairs. Aminta Ossom notes that she found it particularly useful to “learn about the history of the UN” in order to understand the UN agencies and also to contextualize her responses. To aide her preparation, Ossom “chose to read a short book targeted toward the public that gave a basic history of the UN (which included chapters on its founding and the mandates of its agencies), *UN Today*, in addition to monitoring media reports on world events.”

After the Exam: After being placed on the roster, successful YPP candidates should not simply wait and hope to be offered jobs; rather, candidates should take a proactive approach to maximize their chances of being hired. Successful candidates should seek to learn more about the UN hiring process and also aim to target potential job openings that match their interests. Aminta Ossom notes that she has “found it helpful to join the Yahoo group dedicated to successful candidates, where those on the roster and those recruited for positions share tips and their experiences with recruitment.” In addition to networking with other successful candidates, Ossom further mentions that she has “started to reach out to former supervisors and fellow alumni who could connect me with UN staff in my job family.” Ossom stresses that she hopes speaking with UN personnel will help her identify job openings which she can “pursue proactively in addition to the roster process.” Rostered candidates should not wait to be presented with interviews and openings, but rather should proactively apply for any vacancies at the P-3 level (as P-2s are not advertised) that fit their own experiences and qualifications. All P-3 vacancies within the Secretariat state the preference for hiring internal candidates or those who have passed a competitive exam, so candidates should clearly state their rostered status in their application and/or cover letter.” This proactive approach makes it more likely that the first posting rostered candidates receive is one they are particularly interested in. Ossom clarifies that she hopes her roster status will help her stand out for these job openings since she estimates that “program managers look favorably on applicants who have passed the entry exam.”

Candidates on the roster should also remember not to be too picky about accepting job interviews and offers of employment. The UN offers positions to candidates on the roster based on the hiring needs of the Secretariat, so candidates should realize that they may not be offered the duty stations and functions they initially wanted. Moreover, while candidates are allowed to decline job interviews, candidates who interview and subsequently decline job offers may be penalized and removed from further consideration; the new rule seems to be that you may not even decline one job offer. Candidates should also keep in mind that the UN promotes mobility across job families and duty stations, and that most UN positions are filled with internal candidates. Therefore, successful YPP candidates should primarily focus on getting their feet in the

door of the UN, since interested candidates will likely be able to pursue a different job function after their first two-year contract.

Conclusion: All in all, the YPP is not an application process from which to expect instant results. The number of people who make it past each stage of the exam is relatively small, and even those successful candidates are not guaranteed jobs in the UN Secretariat. Keeping this in mind, candidates should focus on their immediate career prospects in addition to pursuing the YPP. They should try to line up other employment options, or ideally be lucky enough to wait out the YPP process from the comfort of an already satisfactory job or graduate program.

The United Nations Volunteer (UNV) Program (www.unvolunteers.org)

The UNV Program is a good way to gain experience working with the United Nations that can later lead to a full-time career. UNVs are provided with a living, travel and resettlement stipend and insurance coverage; despite the name “volunteer” in the program, you receive enough compensation to live in your duty station, although salaries are significantly beneath P post levels. UNVs are often placed in posts with similar working environments as individuals with more permanent employment; however UNVs generally have a greater range of potential positions than someone who is applying for permanent employment. It should be noted that while some UNV positions have a legal component, many do not.

Application & Selection: There are approximately 8,000 volunteers working in development assistance projects and in humanitarian and peacekeeping operations based on demand from national governments and other UN partners. To be considered for a position as a UNV you need to apply online at www.unvolunteers.org. After submitting an application, your candidacy is reviewed for requisite experience and expertise. If approved, you are placed on the UNV Roster. If the UNV Management selects you as a potential candidate, you need to be available to start work immediately.

- a. One thing to note is that the Department of Peacekeeping Operations (DPKO) collaborates with UNVs and hires about 2,000 volunteers. If you are interested in the field of human rights or voting rights, you should definitely apply and clarify your interest on your application.

Minimum Qualifications:

- Usually from five to ten years of working experience in the area of specialization to which a candidate applies.
- Recent graduates who were exceptionally active in clinics; who have shown a commitment to their area of specialization in their coursework; and who have had employment experience prior to entering law school can be considered to have sufficient experience.

It is essential that you be as specific as possible about the areas of specialization you are interested in when applying.

Serving as a UNV and future employment: If selected, UNVs usually serve from six- to twelve-month contracts that are renewable. The expectation is that volunteers will work for more than one year. Often after two years as a UNV, applicants are able to

apply to other UN bodies and departments. Seventy percent of all volunteers work outside of their countries and only thirty percent are considered 'national' volunteers working in their own country. Applicants have no choice of duty station once assigned to it. One of the biggest assets of working as a UNV is the status you receive as an internal applicant for future UN job positions you apply for. Your experience with the UNV program can be especially helpful in applying for positions that require field experience.

Opportunities in Translation Positions

For talented linguists with a passion for legal writing, employment as a translator can be a great way of gaining entry to the UN. Though not specifically legal in nature, translation work is performed on legal documents; therefore, a legal background is highly preferred. In addition, language posts are out of the regular budget, but do not need to satisfy geographic quota. There is a shortage of translator candidates, which makes gaining employment with a translation office a faster and somewhat less competitive selection process. Though newly hired translators must commit to a five-year contract, once this contract is up they can apply to any UN job as an internal candidate.

Minimum Qualifications:

- Some relevant experience.
- Successfully taking a language exam.

To see more for examinations for Language Positions go to www.un.org/Depts/OHRM/examin/languageexam.htm. The number of exams offered per year varies based on necessity. The Language Exam is typically less selective than the YPP of the UN Secretariat. Once admitted to sit the exam, candidates are almost definitely selected for the position. The exam consists of an eliminatory general translation, and a written and oral exam, which includes specialized sections in legal affairs, environment, or economics. Legal candidates are typically required to be fluent in English, French, and one other language. However, fluency in the third language can often be waived for those who elect to take an additional specialized legal paper translation component of the exam.

After You Apply

Receiving a notification: Most United Nations hiring systems will send a notification of the receipt of your application (if submitted online). If you have not received a notification within a week of submitting your online application, it is best to follow up with the organization to which you have applied. However, if you have submitted your application by mail, it can take a much longer period of time for you to receive a notification. If it is the case that you are mailing your application, there are a number of international priority mail companies that can provide a notification of your package's receipt, which can sometimes be a more reliable process than waiting to hear from the agencies themselves. Do not hesitate to take the initiative to make a call if you still doubt that your application has not been received.

Though many United Nations agencies will notify you when they have received your application, almost none of the organizations will send out a rejection letter. In fact, it is considered the norm that UN agencies only contact applicants whom they have interest in. Accordingly, if you have not heard from an organization that you have moved onto the next step of the process or that you have been accepted on to their roster within a few months of your application, you probably have been eliminated from the application process.

Contacting the Hiring Coordinator: After receiving confirmation that your application has been received, it is best to follow up with a specific person in the office you are applying with. However, it is also necessary to be aware of the line between persistence and pushiness—politely letting the hiring coordinator know of your interest in the position is one thing; overwhelming them with questions, phone calls and emails is quite another. While making this follow up call directly to the hiring coordinator is ideal, given the difficulty of finding a person's name and contact information within the UN, it is not always very realistic. If you find yourself in this situation, it is best to find a networking contact within the organization regardless of their title and see if they can point you in the right direction. OPIA has databases and networking contacts at many United Nations organizations and can often provide you with this initial contact.

MOST COMMON ORGANIZATIONS FOR HLS STUDENTS AND GRADS

Below is a listing of United Nations organizations where HLS students have commonly been employed. There is information on both applying for post-graduate work and internships for each of these organizations.

United Nations Development Program (UNDP)

The UNDP provides development advice, advocacy and grant support to developing countries and coordinates the development work of all UN and UN-related agencies. Key UNDP issues include the following: democratic governance, poverty reduction, crisis prevention and recovery, energy and environment, and HIV/AIDS. The UNDP also oversees the United Nations Volunteers (UNV), the United Nations Capital Development Fund, the Special Unit for Technical Co-Operation among Developing Countries, and the United Nations Development Fund for Women (UNIFEM). Unlike many subsidiary bodies of the General Assembly, the UNDP operates under a fairly independent financial and recruiting system; for example, it is not subject to YPP requirements.

For more information see, www.undp.org OR <http://jobs.undp.org/>.

Getting a Job at the UNDP:

1. ***LEAD (Leadership Development Program):*** This program provides recent graduates and young professionals with an opportunity to gain a permanent position in the United Nations, and more specifically, in the UNDP. Employment within the LEAD program can last for up to four years. It is offered to a limited number of law school graduates.

For the four-year period, the candidate will be placed in two assignments, each lasting for two years. There are two leadership tracks formally recognized within the program: 1) Policy Advice and Development Management and 2) Business Operations. Crossover between them is strongly encouraged. One of the greatest benefits of the LEAD program is that it offers an opportunity to get mainstreamed into the internal hiring process after the program, where you are encouraged to apply to vacancies within the UNDP and are given 12 months to secure a position through a competitive process, or be separated at the conclusion of the 12 months.

For information on when the next LEAD application cycle will be open, please go to www.undp.org/lead. The entire selection process usually lasts from six to seven months and candidates are short-listed at every stage of the selection process.

Minimum Qualifications:

- Completion of an advanced university degree (Masters or equivalent) in development studies, economics, social sciences, business administration or a related discipline.
 - Be proficient in English and either French, Spanish, Arabic, Chinese or Russian.
 - Have five years of relevant professional experience.
 - Preferably be under the age of 35.
2. *United Nations Volunteers:* Given the nature of the programs implemented by the UNDP, it is the organization that employs the most United Nations Volunteers. While there is a high likelihood of being assigned to the UNDP as a volunteer, this cannot always be guaranteed.

Minimum Qualifications:

- Have a university degree.
 - Have several years of relevant working experience.
 - Be at least 25 years of age.
 - Have working knowledge of English, French, or Spanish.
3. *Field Missions:* UNDP field missions provide recent law school graduates with a unique opportunity to get a hands-on experience that can later aid them in gaining more permanent office positions within the UNDP or other United Nations organizations. Most missions hiring is done through the regional offices, so it is best to contact the regional offices individually (contact information is available through the main UNDP site). Though regional offices may not have any specific postings, being proactive and inquiring with the office is generally looked upon favorably.

Internships at the UNDP

The UNDP offers a limited number of unpaid internships to law students both at the New York Headquarters and in various regional offices. The requirements and

application processes sometimes vary across regional offices. However, the main application form is available on the UNDP's internship page: www.undp.org/internships. It should be noted that, contrary to UN internships, UNDP internships allow for part-time internships. Each regional office offers different experiences for its interns and looks for different qualities in applicants. However, a demonstrated interest in international law, economic development and the region to which you are applying is a must in any UNDP branch. To obtain the contact information for each of the regional offices, visit: www.undp.org.

Minimum Qualifications:

- Enrollment in a graduate-level degree program in a development related field such as economics, public or business administration, or environmental studies.
- Return to those studies after completion of the internship.
- Demonstrated interest in the field of development.
- Written and spoken proficiency in at least one, and preferably two of the three working languages used by the UNDP: English, French and Spanish.
- Fluency in Arabic, Portuguese, Russian or an Eastern European language is an asset.

The International Court of Justice (ICJ)

The ICJ is the principal judicial organ of the United Nations. The primary functions of the Court are to settle legal disputes between states in accordance with international law and to give advisory opinions on legal questions submitted by the UN and its specialized agencies.

The University Trainee Programme

Each year, the ICJ invites eight recent law graduates from around the world to participate in its University Trainee Programme. After going through a competitive selection process, these trainees work directly for one or two judges for a period of nine months.

To select its trainees, the Court first solicits applications from select law schools from a number of countries to sponsor candidates for the program. The Court generally sends out an invitation to the Career offices of preferred law schools in December; law schools must submit candidates by a specified deadline in order to be considered. It is important to note that trainee positions are unpaid, so law schools need to come up with their own sources of funding.

After the application deadline, the ICJ judges review submissions as a committee to select eight trainees. The Court favors applicants with substantial academic and/or practical experience in international law, as well candidates who have excellent French or English skills (and a working knowledge of the other language). It should be noted that law schools often sponsor candidates with graduate law degrees, so JD candidates have to be exceptionally strong in order to be selected. Once selected, trainees work at the Court from September to May of the following academic year.

Trainees assist judges and other members of the Court by conducting research, preparing case files, and drafting various Court documents. The duties of trainees also vary based on the individual needs of their assigned judge or judges. It is important to

note that *university trainee* positions are not the same as *law clerk* positions in the ICJ; each judge has his or her own law clerk in addition to a university trainee. Unlike unfunded trainee positions, law clerk positions are P-2 (entry-level) appointments in the UN; these positions require five years of public international law experience. Law clerks often work collaboratively with university trainees on assignments.

For more information on the University Trainee Programme, contact the Registrar of the ICJ:

M. Philippe Couvreur
Registrar of the International Court of Justice
Peace Palace
2517 KJ The Hague
The Netherlands
(Fax: 011-31-70-364-9928)

Unpaid Internships at the ICJ

The ICJ also recruits unpaid legal interns through postings on the employment opportunities page of its website, which is linked to the ICJ homepage. Internships usually last from one to three months, and occur under the supervision of the Registry staff. Interns are required to speak both English and French. For more information, visit <http://www.icj-cij.org/registry/index.php?p1=2&p2=6>.

Getting a Job at the ICJ

The ICJ requires all full-time legal personnel to have at least five years of experience practicing public international law, as well as to be fluent in multiple languages (including English and French). It is worthwhile to note that many lawyers who have been selected for employment have previously served as university trainees; this program tends to be a promising path for those who want to pursue paid legal positions. All employment vacancies in the ICJ are listed through the Court's registry: (<http://www.icj-cij.org/registry/index.php?p1=2&p2=5&p3=3>).

The International Criminal Court (ICC)

The International Criminal Court (ICC) came into being through the Rome Statute in July, 2002. It was the first permanent international court created to prosecute the most serious crimes of concern to the international community. On September 1, 2011, the number of Member States that will have ratified the Rome Statute will reach 116. A number of important countries – including the United States, Russia, China and India – have not joined the court.

While the ICC is not a UN organ, the Rome Statute grants certain powers to the UN Security Council to get engaged in the work of the Court. Additionally, work or internship experience at the ICC could be of assistance when applying for a job at the UN.

Getting a Job at the ICC

It may be harder for US citizens to find a job within the ICC because applicants from countries that have ratified or are in the process of ratification of the Rome Statute are given priority. Still, people from states signatories or even from states that have refused to sign the Statute are occasionally employed by the ICC. For available positions at the ICC, visit: <http://www.icc-cpi.int/Menus/ICC/Recruitment/Job+opportunities/>.

Internships and Visiting Professionals at the ICC

There are a number of internship and visiting professional opportunities at the ICC. The requirements for the two of them vary. For more information, visit: <http://www.icc-cpi.int/Menus/ICC/Recruitment/Internships+and+Visiting+professionals/>.

International Criminal Tribunals for the former Yugoslavia and Rwanda

The ICTY and ICTR are temporary tribunals established by the Security Council for the purpose of prosecuting individuals “responsible for serious violations of international humanitarian law” arising out of the conflicts in the former Yugoslavia and Rwanda, respectively.

The International Criminal Tribunal for the former Yugoslavia (ICTY) consists of fifteen permanent judges and a pool of *ad litem* judges who oversee both the trial and appeals chambers. Similarly, the International Criminal Tribunal for Rwanda (ICTR) is composed of sixteen permanent judges and a pool of *ad litem* judges, responsible for both trial and appeal chambers. In both tribunals there are three major divisions: the Office of the Prosecutor, the Chambers, and the Registry. The Office of the Prosecutor conducts investigations and consists mainly of prosecuting attorneys, police officers and crime experts. The Chambers consists of all the judges and numerous staff who provide legal assistance. The Registry is responsible for the overall administration of each tribunal, and also handles sensitive issues such as witness and victim protection.

In 2010, the Security Council adopted Resolution 1966, which called upon the ICTY and the ICTR to finish their work by December 31st, 2014. To aid this completion, Resolution 1966 created a body called the International Residual Mechanism for Criminal Tribunals, and mandated that the tribunals transfer their ongoing cases to the Mechanism by a specified date. According to the Resolution, the Mechanism will be divided into two branches corresponding to the two tribunals; the ICTR branch will begin operations on July 1st, 2012, and the ICTY Branch will begin functioning on July 1st, 2013. The jurisdiction and essential functions of the Residual Mechanism will be the same as those of the current tribunals; however, the Residual Mechanism will not have the authority to indict new people (except those who interfere with present cases).

The Security Council aims for the future International Residual Mechanism for Criminal Tribunals to decrease in function and size over time; therefore, internship and job opportunities with the Residual Mechanism may be limited. However, it remains to be seen whether the ICTY and the ICTR will be able to transfer their cases by their respective dates. To stay up-to-date on this transfer process, students should check the websites of both tribunals for recent press releases concerning the Residual Mechanism.

Getting a Job at the ICTY (www.icty.org):

Positions with the ICTY are for one year, with the possibility for renewal. Appointees at the professional level (P-Level) are considered internationally recruited. This gives them certain financial benefits.

Online: Applicants are encouraged to apply online as early as possible. They will be notified upon receipt of their application.

Mail/Fax: For the General Services Positions applications can be sent via mail or fax as well. Besides a resume, a United Nations Personal History Profile (PHP) should be filled in and submitted. The form can be found here:

www.icty.org/x/file/jobs/PHP_ENG.rtf. Application materials should be sent to:

Head of Recruitment, Training and Examination Unit
Human Resources Section
International Criminal Tribunal for the Former Yugoslavia
PO Box 13888
2501 EW The Hague
The Netherlands
recruitment@icty.org
Tel: +31-70-512-8656
Fax: +31-70-512-8843

Getting a Job at the ICTR (www.unictl.org):

1. Using the main ICTR website, select 'ICTR Opportunities' from the About ICTR menu. After choosing a vacancy, either mail, email or fax your application (a.k.a. P-11 form) to the address provided together with a resume created according to ICTR standards and a UN Personal History Form, which can be downloaded online.
2. Legal/Pro Bono Research Program (ICTR)
The Legal Researchers Programme: The program is developed to help law graduates from Africa and other developing countries work for the Tribunal by providing funding for those graduates. In order to qualify for funding for the three-month program, applicants need to have completed their law degree, submit a duly completed and signed application, a covering motivation letter, and two recommendation letters. The funding covers a round trip ticket from the candidate's country to Arusha and a \$1,100 monthly stipend, which is provided upon satisfactory performance.

Pro Bono Legal Researchers Programme: The purpose of the program is to benefit from experienced and qualified lawyers who possess external funding from other institutions for *pro bono* work. The employment lasts from three to twelve months. Applicants must have completed their law degree and demonstrate they have received sufficient funding to work on a *pro bono* basis with the UNICTR. A duly

completed and signed form that is also endorsed in Part II by the recommending institution and a covering motivation letter should be sent.

For more information on both programs, please go online at:

www.unicttr.org/AboutICTR/ICTROpportunities/LegalProBonoResearchProgram/tabid/121/Default.aspx.

Note: Both the ICTY and the ICTR are seeking individuals with criminal litigation experience and participation in clinical programs. Make sure to highlight any experience in these fields on your application.

Internships at the ICTY

The ICTY offers a number of internship programs. All three departments of the ICTY offer a variety of 'regular' internship opportunities for a period of time ranging from a minimum of three months to an average of six months. The Office of the Prosecutor, however, offers an additional 'restricted' internship program that lasts either two or three months. Restricted internships can provide an excellent view into the ICTY and international legal systems. But they also involve less responsibility and depth than the regular program. However, the restricted internships can be an excellent option for students looking for a close-up view of international criminal law. Also, seeing as both options are open to both graduate and undergraduate level students, law students are almost always at an advantage as they bring more experience and expertise than the general applicant pool.

In order to apply, candidates need to submit an application form (available at www.icty.org/sid/128), a cover letter, two references, a writing sample, a transcript and a copy of insurance coverage six months ahead of the requested period of service. Note that contrary to UN internships, the two ad hoc tribunals take as interns persons who have already completed their law degrees; there is no age limit.

Internships at the ICTR

The ICTR offers internships ranging in duration from two to six months. However, the ICTR does not have a specific format for the internships. Rather, it adapts the tasks and responsibilities of the intern to its needs at the ICTR in Arusha/Kigali/The Hague. Students with a demonstrated interest in international law and procedure are particularly desirable. Students are encouraged to apply early by sending in an application form (available at www.unicttr.org → About the Tribunal → ICTR Opportunities → Internship Programme), a transcript, a writing/research sample, and an endorsement from HLS, three months ahead of the intended period of service, to:

The Internship Coordinator
UNICTR
PO Box 6016
Arusha, Tanzania
(Attention: Ms Felicia Madigane)
Tel: 212-963 2850
E-mail: madigane@un.org

Nominating Institution or Organization Form: Please note that you always have to include this form. In accordance with the applicable regulations for internships within the UN system, candidates are requested to present a nomination by an authority (university, government institution, sponsoring organization or private enterprise). This ensures that the organization can verify that the candidate is known to the institution and is, generally speaking, in “good standing.” As stated, a nomination does not imply any further obligation on part of the institution. The only “obligation” imaginable is that occasionally the organization might wish to contact the institution in order to get a further insight into the particular applicant. Note that all applications submitted without this form are deemed incomplete.

Special Court for Sierra Leone

The Special Court for Sierra Leone, which was established jointly by the Government of Sierra Leone and the United Nations, is mandated to try those who bear the greatest responsibility for serious violations of international humanitarian law and Sierra Leonean law on the territory of Sierra Leone since November 30, 1996. Although the Court is a temporary tribunal, it has not yet determined its expected end date. The Court is funded exclusively by voluntary contributions of governments.

For job postings, check the Court’s website:

www.sc-sl.org/ABOUT/JobPostings/tabid/142/Default.aspx . A personal history form should usually be sent to:

Chief of Personnel
Special Court for Sierra Leone
Jomo Kenyatta Road
New England, Freetown
Sierra Leone

The form can also be emailed at scsl-personnel@un.org

Internships at the Special Court for Sierra Leone

There are funded internships for national interns and lawyers and unfunded ones for international applicants.

Minimum Qualifications:

Interns in the Registry Legal Office, the Office of the Prosecutor, the Office of the Principal Defender and Chambers must:

- have a first level degree qualification (preferably in law), and
- pass the Bar.

An academic background in the area of international humanitarian law is considered an advantage.¹ Interns in the Outreach and Public Affairs Section, Court Management, General Services Section, Detention, Communication/Information and Technology Section, Finance and Administrative Support Services and other offices require formal

¹ Special Court for Sierra Leone Internship Programme. *The Special Court for Sierra Leone*. <http://www.sc-sl.org/ABOUT/Internships/tabid/143/Default.aspx> (accessed August 10, 2010).

qualifications and must be recommended by their institution, technical college or any other qualified institution.² Knowledge of local languages will be an advantage in applying for both programs.

Special Tribunal for Lebanon

The Special Tribunal for Lebanon was established through an agreement between the UN and Lebanon to create a tribunal that would try those suspected of the assassination of former Lebanese Prime Minister Rafiq Hariri. As opposed to other UN-based tribunals, cases are heard not under international law but under Lebanese national law. The tribunal officially opened in March, 2009 and is expected to complete its work by 2015.

Getting a Job at the Special Tribunal for Lebanon

There are job opportunities in the sectors of criminal law, international and humanitarian law, social sciences and administration. The official languages of the Tribunal are English, French and Arabic, but knowledge of Dutch, the language of the host country, can be useful. Fixed-term positions usually last for one year with the possibility of extension. For current vacancies, visit: <http://www.stl-tsl.org/action/vacancies/101>.

Internships at the Special Tribunal for Lebanon

Internships with the Special Tribunal for Lebanon are offered to graduate students for periods of three to six months. Students interested in applying should submit an application form, a written statement, two recommendation letters, university transcripts, copies of degrees or diplomas, and a written sample (maximum of two pages). Internships are unpaid and students are encouraged to apply four months before the desired start date. Applications should be sent to stl-internship@un.org. For more information, visit: <http://www.stl-tsl.org/sid/72>

Extraordinary Chambers in the Courts of Cambodia for the Prosecution of Crimes Committed During the Period of the Democratic Kampuchea (Extraordinary Chambers or ECCC)

The ECCC was created through an agreement between the Cambodian government and the United Nations. It was created to prosecute the atrocities and three million deaths that occurred during the 1975-1979 Khmer Rouge period. Composed of both Cambodian and international judges, the Court is a “hybrid” – it is a Cambodian court with international participation that applies both Cambodian and international humanitarian law.

Getting a Job at ECCC

The Court recruits all international candidates through UNAKRT, the United Nations Assistance to the Khmer Rouge Tribunals. Current vacancies for international staff can be viewed at http://unakrt-online.org/06_recruitment.htm. The Court recruits Cambodian candidates through its official website at <http://www.eccc.gov.kh/en/about-eccc/jobs>.

² Ibid.

Internships at the ECCC

There are unpaid internships offered at the ECCC. Internships last from three to six months. Internships are held in four different cycles each year, and are designed for recent postgraduates as well as university graduates. The UNARKT prefers candidates who have experience in international criminal law and/or human rights law. Visit the UNARKT careers website at http://unakrt-online.org/06_recruitment.htm for full details of the internship program.

The Office of Legal Affairs (OLA)

OLA falls under the purview of the United Nations Secretariat and acts as the central legal office for all of its major organs. OLA consists of six units: the Office of the Legal Counsel; the General Legal Division; the Codification Division; the Division for Ocean Affairs and the Law of the Sea; the International Trade Law Division; and, the Treaty Section. OLA has a professional staff of about 160-170 employees, of which about 80 are lawyers. All of these offices provide legal services and secretariat functions to other United Nations organs. At the same time, the responsibilities at each of them vary significantly, so students should research each unit in more detail before applying for employment. Something that can set you out as a preferred candidate is having field experience in peacekeeping since many of the people who work for OLA in New York or Geneva lack such experience. In terms of school work, besides taking classes in international law, students will have an advantage if they have studied administrative or employment law.

Getting a Job at OLA:

1. *Inspira*: The Office of Legal Affairs does post some positions available within its various branches on Inspira. However, this is seen by most as a formality, as much of its hiring is done internally either from within OLA's own branches or from other related United Nations organs. In particular, OLA has at times hired from the international criminal tribunals, the Department of Political Affairs, Peacekeeping Missions. Some experiences that could make an application to the OLA stand out include: a Masters degree, proficiency in French and/or Spanish; specialization in public international law; an internship experience with the ICJ, an international organization, an international criminal tribunal or national diplomatic service; or fieldwork experience. Foreign language proficiencies often make hiring managers take them more seriously.
2. *National Competitive Exams*: In addition to Inspira postings, the OLA is one of the many offices that use the Young Professionals Program of the UN Secretariat (formerly the NCRE) as a pool for entry level positions. While the YPP does allow the test-taker to identify preferences for a specific office, this is generally more limiting than helpful, so there is not a fool-proof way to gain employment at the OLA through the YPP. Candidates who have a JD degree usually enter at a P-2 level position and candidates with about five years of experience might enter at a P-3 level. P-2 positions are usually reserved for the YPP and P-3 positions are posted on Inspira. An advanced study degree is considered a plus. For more information on the YPP of the UN Secretariat, see page 13.

3. *Short-term Consultancies:* Though this is arguably the most inconsistent route into the OLA, some branches may extend short term or temporary positions into more permanent positions. However, this is more a matter of timing than anything else, and as such, is not a particularly reliable route.

Internships at OLA

OLA offers unpaid summer internships to a selected number of law school students who have a demonstrated interest in international law. However, the background and experience required for internships can vary drastically between branches. For example, for students looking to intern at the General Legal Division, corporate experience is often looked upon favorably given that much of its work mirrors that of corporate and in-house counsels. Conversely, students interested in interning for the Codification Division should have a particularly strong research background.

However, there are some characteristics that OLA branches are looking for across the board: a record of taking international courses during your time at HLS, memberships with international law organizations, and research experience. It is also important to note that the review process takes place in two stages: first, applications are vetted in the Central Hiring branch and then, based on the expressed preferences and the experience of the applicant, they are distributed to the relevant departments. Accordingly, it is particularly important to identify clearly which branches you would be best suited for. The address to which applications need to be sent is:

Internship Coordinator
Room S-2590D United Nations
New York, N.Y. 10017, U.S.A.
E-mail: OHRM_interns@un.org
Fax: 212-963-3683

The Department of Peacekeeping Operations (DPKO)

The DPKO is the centralized body for all of the peacekeeping operations of the United Nations, operating under the auspices of the Secretariat. In this role, the DPKO is responsible for advising, planning, managing and supplying over eighteen of these peacekeeping operations and successfully carrying out the mandates of the other United Nations bodies. The most important distinction to keep in mind before choosing to apply to the DPKO is the difference between headquarters and field missions. Obtaining employment at DPKO headquarters is significantly more challenging than obtaining a post with a field mission. Most people work for a period of time in a field mission gaining experience either with the DPKO or a similar organization, and then move into a more senior position at the headquarters.

Getting a Job at the DPKO:

Inspira: Due to the increasing need for individuals working with field missions, there is almost a constant flow of openings for DPKO field missions located on Inspira (except for P-2 level positions reserved for candidates of the YPP of the UN Secretariat). To search the positions, select 'United Nations Peace Operations' and search by occupation or field missions.

Also, as mentioned earlier, DPKO recruits a significant number of United Nations Volunteers. If interested in obtaining a position with DPKO, you should consider applying for a UNV position.

Internships at the DPKO

The DPKO does not officially offer internships for field missions. However, some resourceful students have obtained field positions by networking and by calling their positions “unpaid researchers or consultants” to get around the internship policy. But students can work for DPKO as an intern in headquarters. To find internships within the DPKO, candidates have to search for available positions through the UN Secretariat generalized online internship programme system:

www.un.org/Depts/OHRM/sds/internsh/index.htm.

The Office of the High Commissioner for Human Rights (OHCHR)

Though established by the General Assembly and subject to the authority of the Human Rights Council, OHCHR acts under the direction of the Secretariat, as many of its responsibilities are administrative in nature. Primarily, the OHCHR is in charge of offering administrative support to all the United Nations human rights activities. The OHCHR provides law students with a variety of practice settings, varying from field positions where employees provide human rights advice to nationals, to working with Rule of Law Advisors on transitional justice operations. When applying for a position at the OHCHR, it is often looked upon favorably if you have worked in the field previously, regardless of whether it is with the United Nations or with an NGO. In addition, seeking out temporary positions rather than permanent ones can be helpful for Americans, as there is no consideration of geographic balance for temporary assignments.

Getting a Job at the OHCHR

Website (www.ohchr.org): On the main page of the OHCHR website, select ‘About OHCHR’ from the options at the top of the screen, then select ‘Work & Study Opportunities’ from the sidebar. There you will be able to browse vacancies and obtain a copy of the P-11 or, more recently, the PHP application form that you must submit with a cover letter either by mail (see address in chart at the end of this guide) or by email to the address provided on the individual job position. These are typically only temporary vacancies and consultancies. Regular posts are advertised via Inspira, rarely on this page.

1.
 - a. *Important tips for applying:*
 - i. When applying for positions with the OHCHR, it can be useful to emphasize any fluency in languages other than English as the OHCHR looks favorably on this skill.
 - ii. Keep an eye out for early deadlines – given the high volume of applications the OHCHR receives they rarely review late submissions.
 - iii. Identify a contact within the branch you are applying to and follow-up directly with them after submitting your application.

2. YPP: In terms of YPP job families, the OHCHR not surprisingly prefers applicants from Human Rights. The Human Rights roster is the first one that OHCHR will consult for new hires; about 95% of the OHCHR staff comes with human rights backgrounds. Legal Affairs is typically the second occupational field consulted by OHCHR, as most staff members have legal backgrounds. In addition to these two main occupational groups, the OHCHR human resources will sometimes consult Political Affairs and Social Affairs. If possible, it would be in an applicant's interests to take multiple YPP job families of exams. However, given nationality constraints this would be a difficult feat.
3. Prospects for an *external applicant* who does not take the YPP of the UN Secretariat are tricky. P-2 positions are filled exclusively by external applicants who have taken the YPP. While P-3 positions are posted on the Inspira system for external applicants, the OHCHR typically prefers to promote P-2s who have taken the YPP to hiring external applicants for the position. It is not unusual for OHCHR to receive 1,500 applications for one P-3 position. An external candidate will have more luck with a P-4 position insofar as the smaller applicant pool makes it likelier that HR will consult the external applicant pool. In general, temporary vacancies, which are posted on the OHCHR website, are a good way to break in.
4. *Former interns* enjoy no official advantage within the hiring process. In fact, interns are specifically required to wait for six months upon completion of their internship program to apply for employment, in order to impede an easy transition between interning and full-time employment. However, an OHCHR internship experience can no doubt confer an advantage on a job applicant insofar as internships offer invaluable opportunities for networking and familiarizing oneself with the operations of the OHCHR.
5. *Fieldwork experience* is highly valued, though this depends largely upon the specific nature of the OHCHR position for which you are applying. There are two distinct types of work that positions within the OHCHR offer. The first consists of the more operational, less theoretical field offices. The second one is defined by the more traditional diplomatic and legislative headquarters offices in Geneva. Fieldwork experience is indispensable for any field position, or even any position within the Field Office at Geneva Headquarters. However, perhaps surprisingly, non-English languages proficiencies are often a less important qualification for field positions. For placements in the Middle East, Arabic is generally not required, neither are Asian languages required for positions in Asian countries. Though there are some exceptions: namely Latin America and West Africa. Bilingual English and Spanish is required for field positions in Latin America, while for positions in West Africa, French fluency is required. Unilingual French candidates would typically be preferred to bilingual English-French candidates.
6. By contrast, candidates for positions within OHCHR headquarters in Geneva will find it very difficult to get hired without fluency in French. This is indicative of a generally more conservative bent in hiring decisions for OHCHR headquarters positions. When recruiting from the internal P-2 pool of applicants, headquarters typically prefer *specialists* that they have raised "home grown" from P-2 class. In

order to be considered for a job within the OHCHR in Geneva, you need to respond to the following criteria:

- a. Besides having a JD degree, specialized legal training in human rights related issues (e.g. more legal NGOs) is critical. It is also sometimes useful for applicants to have an LLM or Masters/PhD degree in international law or human rights.
- b. Candidates almost universally need to speak French: the cases in which a legislative job in the Geneva HQ has been granted without speaking French are very limited.

Internships and Fellowships at OHCHR

1. *Internship Program:* The internship program at the OHCHR provides law students with an opportunity to gain an understanding of the inner workings of the OHCHR and the United Nations. Internships are offered for three month periods: one beginning in January and the other beginning in July, and OHCHR accepts up to twenty-four interns at any given time. When applying you must include a cover letter, an application form (available online at www.ohchr.org → work and study opportunities → internship program), a transcript/list of courses and a sample of research work. For inquiries and for submitting your application email internships@ohchr.org
2. *Indigenous, Minority and Slavery Fellowship Programs:* The OHCHR offers three fellowships for people being related to either of those categories. The fellowships do not require a law degree and are not necessarily law-oriented.
3. *Staff of National Human Rights Institutions Fellowship Program:* This program is offered only to staff members of national human rights institutions (NHRI). The purpose of the fellowship is to provide people from all over the world with the opportunity to learn more about the international human rights system. They are expected to return to their NHRIs after the end of the fellowships and to use the gained knowledge at OHCHR to strengthen the other organizations' operation. The position is a wonderful opportunity for people who already have a job with an NHRI. A degree in law is required for these positions. Applicants should have a minimum of three years of experience in an NHRI accredited with "A" status by the International Coordinating Committee of National Institutions for the Promotion and Protection of Human Rights (ICC).

The United Nations High Commissioner for Refugees (UNHCR)

The UNHCR acts as the subsidiary body of the General Assembly responsible for the coordination of the worldwide protection and action on behalf of refugees. More specifically, the UNHCR works to ensure that all refugees can find a safe haven in an alternative state or locally resettle. The UNHCR is composed of seven sections: Executive Direction and Management, the Division of Internal Protection Services, the Department of Operations, the Division of External Relations, the Division of Human Resources Management, the Division of Information Systems and Technology and the Division of Financial and Administrative Management, many of which offer unique opportunities for recent graduates. Practice settings at the UNHCR are extremely variable—for example, if you find yourself in the Division of Internal Protection

Services, you could be doing work that involves policy guidance at the Protection Operations and Legal Advice section; or, you could be handling the operational tasks of refugee status determination in the Status Determination and Protection Information Section. It is because of the variable and expansive nature of the UNHCR that it can be extremely worthwhile to research the many smaller sections that offer opportunities for both post-graduate employment and summer internships.

Getting a Job at the UNHCR

1. *International Professional Roster (IPR)*: Much like the Young Professionals Programme of the UN Secretariat, the IPR has two stages: application and examination. The IPR is usually open to external applicants pursuing P-2 and P-3 posts. However, the IPR is currently under review and thus applicants who have not previously worked closely with the UNHCR or related programs are rarely considered. However, they are considering current and former Junior Professional Officers and United Nations Volunteers who have served with UNHCR within the last five years. If you do have these qualifications, you can find more information at: www.unhcr.org/admin.
2. *Junior Professional Officer Program (JPOs)*: The JPO program is one of the best opportunities for recent law school graduates to gain employment at the United Nations. Rather than being run by the United Nations, the JPO program is a partnership between a specific United Nations organization and a member state's government. While the United Nations organization has the final word on who gets hired, the majority of the application process is run by the sponsoring government, and it is the sponsoring government that funds the JPO.

Though the JPO program is available at a number of United Nations agencies, UNHCR is the only UN organization that partners with the United States. Other governments tend to have partnerships with more United Nations organizations, so foreign students should be in touch with their home governments to inquire about JPO opportunities with other UN organizations. The United States JPO program is administered by the Bureau of Population, Refugees and Migration, which is under the purview of the state department and which advertises P-2 level positions at the UNHCR. Notification of open JPO posts requires that you subscribe to their list serve by sending an email with the subject line "JPO & AE subscription request" to JPOcoordinator@state.gov. Generally, there are six to ten positions open for United States JPOs. Still, depending on the position, JPO opportunities can attract anywhere from twelve to one hundred applicants. The application review process can take up to six months.

The selection starts when the manager for the position reviews the candidates' CVs. He/she conducts phone interviews with all of the pre-screened candidates. Decisions are made on the basis of both the interview and the experience of the candidate. The Representative of the country where the JPO is posted has the final decision. The recommendation of the manager who conducted the interview is often taken into strongest account. The interview questions assess the candidates' knowledge and experience in humanitarian law. Motivation and adaptability are

also highly valued for such positions. Candidates should be prepared to work in a high-stress environment or in isolation. Therefore, applicants should preferably have both field and office/policy legal work experience. Volunteer work is also highly valued because it demonstrates motivation to influence the area concerned.

United States JPOs at the UNHCR work in various assignments over a period of two years, usually entailing refugee protection, repatriation or resettlement activities in a variety of countries. Often, JPO assignments can develop into longer term positions with the UNHCR or at the very least provide exposure to the inner workings of the United Nations and priceless networking opportunities. JPOs who were on the IPR can apply as internal candidates and do not have to wait for a six-month period. To apply, you can subscribe with a mailing list created to inform applicants of vacancy posts. After identifying positions of interest, you should submit a resume, a curriculum vitae, a cover letter and a P-11 form via email to JPOcoordinator@state.gov. See www.state.gov/g/prm for more information.

3. *Refugee Status Determination Unit Project Roster (RSD)*: The RSD Project was established within the RSD Unit of the UNHCR to provide technical support to RSD operations. Through the RSD Project roster candidates are recruited to aid UNHCR field offices and governments worldwide by assisting in the development and implementation of operating procedures, aiding with the training needs of staff and assisting in processing backlogs of pending refugee applications. To obtain a place on the RSD Project Roster, you must have two years of experience in the field of refugee determination, and must submit a CV, two letters of recommendation and a P-11 form by email to hqpr50@unhcr.org, which will then be reviewed by a panel at the Department of International Protection. While the requirements for acceptance onto the RSD Project Roster are drastically more feasible for recent law school graduates than those of the IPR or even the JPO program, the RSD Project Roster can provide many of the same networking opportunities and is equally a stepping stone for acceptance into other UNHCR hiring tracks. See www.unhcr.org for more information.
4. *International Rescue Committee – Surge Protection Project*: Working in conjunction with the UNHCR, the International Rescue Committee has developed a surge project to provide crucial services to field missions. Individuals on the surge project roster can be deployed on extremely short notice to work on issues ranging from voluntary repatriation, local integration, physical protection in camps, and returnee monitoring to registration and detention. You are only required to have two years of experience in a related field. Also candidates with a background in law, and especially in international law are extremely desirable, making this an excellent post for recent graduates hoping to gain exposure to the UNHCR and/or the field experience necessary to apply for more permanent positions. Unlike the other UNHCR rosters, the International Rescue Committee does not require a P-11, but only a curriculum vitae and a cover letter. Applicants are encouraged to send their application materials by email to Geneva@theIRC.org or by mail to:

IRC Project Director &
Human Resources Coordinator

International Rescue Committee
7 Rue Gautier
CH-1201 Geneva
Switzerland
geneva@theIRC.org
+41-22-731-3360
Fax: +41-22-738-9268

See <http://www.theirc.org/surge-protection-project> for more information.

5. *International Catholic Migration Commission (ICMC) – Resettlement:* The ICMC was commissioned to develop a roster of individuals available for deployment to areas where there are large refugee populations to increase the UNHCR's capacity to refer refugees for resettlement consideration. Accordingly, individuals on the ICMC roster are often deployed to developing countries and get hands on experience working with refugees to fight for their legal rights. The ICMC is less competitive than other rosters associated with the UNHCR, and applicants who have a background in international law are looked upon favorably. In addition to an application form (available at www.unhcr.org), a P11 form, a CV, a cover letter, and three references should be submitted to ICMC at mizuno@icmc.net. Qualified applicants will be asked to complete a UNHCR personnel form and will be contacted to arrange a telephone interview. Successful interviewees will be recommended for inclusion on the UNHCR-ICMC Resettlement Deployment Roster. See www.icmc.net/apply-become-a-resettlement-deployee for more information.

Internships at the UNHCR

While the UNHCR does not presently have a centralized system for internships, and thus appears not to offer any, the best means of acquiring an internship at the UNHCR is through the programs offered in its subdivisions. Specifically, the Division of Internal Protection Services contains a number of offices that might be of interest to HLS students who have a focus on refugee rights and international law. However, it is best to get a sense of the specific offices within the Division of Internal Protection Services before applying as their work can vary quite a bit. For example, the Status Determination and Protection Information Services perform largely clerical and day-to-day duties of the UNHCR, whereas the Protection Operations and the Legal Advice Section work more with United Nations policy and the interpretation of refugee status. See www.unhcr.org/admin for more information on the different departments within the Division for Internal Protection Services.

United Nations Children's Fund (UNICEF)

UNICEF seeks to help children, especially those in developing countries, through community-based projects to improve primary health care and access to safe water sanitation, nutrition and basic essentials. UNICEF has the global authority to influence decision-makers, and the variety of partners at the grassroots level to turn the most innovative ideas into reality. The official languages of UNICEF are English, French, and Spanish. There are no specific legal posts at UNICEF, and attorneys work

throughout the organization primarily in the Policy department.

Getting a Job at UNICEF

UNICEF provides jobs for both professionals and at the entry-level. However, for the second category several years of relevant professional experience are required as well. Those positions are posted on the website of the fund. The Young Professional Programme (not to be confused with the YPP of the UN Secretariat) provides an opportunity for young talented people to rise to leadership positions in the organization. You can find more information at www.unicef.org/about/employ/index_ypp.html. For additional information on job openings, click on 'About UNICEF' and then 'Employment.' Current vacancies are listed under 'Job Opportunities.' Fluency in English and another working language (Arabic, Chinese, French, Russian, or Spanish) is required for the entry-level and more experienced positions.

Minimum Qualifications:

- Master's Degree or equivalent experience.
- Relevant professional work experience, some of which in a developing country.
- Minimum of five years of working experience for a mid-career position and two to three years for entry-level, JPO and YPP positions.
- Proficiency in English and another UN working language (i.e. Arabic, Chinese, French, Russian and Spanish).
- Knowledge of local language of duty station an asset.

To apply: Send in a resume in English and download and complete the United Nations Personal History form available in Word on UNICEF's website. Submit as directed in the text of the vacancy notice(s).

Internships at UNICEF

UNICEF offers internships both in Headquarters and in other country offices. The program offers a great opportunity for students to get more acquainted with the work of UNICEF and to work with its staff.

Minimum Qualifications:

- Be enrolled in graduate or postgraduate program in a field related to the work of UNICEF for the full duration of the internship.
- Be fluent in English and another UNICEF working language: French, Spanish, Arabic, Russian or Chinese.
- Excellent academic performance as demonstrated by a law school transcript.
- A minimum of one letter of support by a professor after being offered an internship.
- Demonstrated interest in international development and children's issues.
- Ability to adapt and work in a multi-cultural setting.

World Health Organization (WHO)

WHO is a UN agency with 191 Member States, created to improve living conditions for people around the globe. The organization's goals include promoting global health standards, eradicating disease, and equipping nations with the technology to battle diseases. Of its entire staff, about forty-two percent works in countries across the world,

about twenty-four percent works in the six regional offices, and about thirty percent works at headquarters in Geneva. The Legal Division in Geneva reviews agreements signed by the WHO and advises the organization. Attorneys also do work throughout the organization in human rights jobs.

Professional Staff: Applicants are normally required to have a university degree as well as a relevant postgraduate specialization, and experience at the national and/or international level in the required field of public health and development issues.

Generally, applications from candidates in the following fields are valued highly:

- Health related: medical officers, epidemiologists, public health specialists, related paramedical fields, environmental health specialists, health scientists, statisticians, health economists, policy analysts.
- Non health-related: finance, human resources, informatics, legal, general administration.

Often, the professional technical staff members act as advisers in public health to Members States. Therefore, candidates should normally have substantial training and experience in this field before they can be considered for an assignment. Competition for positions is keen and the WHO needs are very specific, so obtaining employment might be challenging.

The WHO offers fixed-term appointments of one year or more (up to five) and temporary appointments of up to two years or up to 60 days. Students might also apply for internships.

Internships at WHO

Students have the opportunity to work for the WHO and learn more about the way the organization functions through a limited number of internships offered each year.

Minimum Qualifications:

- Applicants must be enrolled in a degree program or graduate school during the time of application and throughout the internship.
- Be at least 20 years old.
- Possess a first degree in a public health, medical or social field related to the technical work of WHO.
- Be fluent in the language of the office of assignment.

For more information, visit: <http://www.who.int/employment/internship/en/>.

World Trade Organization (WTO)

WTO is the successor to the General Agreement on Tariffs and Trade (GATT), and strives to facilitate trade in goods and services throughout the world. It is responsible for the administration of a set of multilateral agreements that seek to liberalize and expand international trade. Trade-related issues such as intellectual property, the environment, and agriculture are also addressed by the WTO. Most attorneys at the

WTO work in the Appellate Body Secretariat, Legal Affairs Division, Rules Division, and Intellectual Property Division.

The WTO recruits employees in two ways: through online recruitment (E-Recruitment) or through offline applications that can be downloaded at www.wto.org/english/thewto_e/vacancies_e/vacancies_e.htm. A WTO Personal History Form is required for each position within the organization. Offline applications should be sent to:

Director, Human Resources Division
World Trade Organization
Centre William Rappard
154 Rue de Lausanne
1211 Geneva 21
Switzerland
Fax: +41-22-739-5772

Internships at WTO:

The WTO also has an internship programme for post-graduate students interested in gaining experience in the work of the multilateral trading system. The recruiting period for the internships is ongoing—there are no opening or closing dates. The duration of the internships does not exceed 24 weeks.

Minimum Qualifications:

- Be a national of WTO members and countries and customs territories engaged in accession negotiations.
- Have completed undergraduate studies in a related field (e.g. economics, law, political science, international relations) and at least one year of post-graduate study.
- The interns should be between 21 and 30 years of age.

Qualified and selected candidates are added on a roster from which interns are selected periodically according to need. Names are not maintained for longer than a year. Internships are offered only in Geneva, Switzerland. Interns are paid a daily allowance of CHF60. No other costs are covered by the WTO. Unpaid interns funded by other organizations are accepted. For more information, visit:

https://erecruitment.wto.org/public/hrd-cl-vac-view.asp?jobinfo_uid_c=3475&vaclng=en.

The Road to UN Careers in Brief...

Make sure you...

- Are aware that it is beneficial to know at least French or other UN languages.
- Are aware that having experience studying or working abroad is beneficial.
- Use all your networking opportunities.
- Meet the requirements for the position you want to apply for.
- Accept other job offers you receive—the UN application process can last for years.

Entry-Level/ Temporary Positions

- For contract jobs with the UN Secretariat, it is best to apply by applying to the Young Professionals Programme: <https://careers.un.org/lbw/home.aspx?viewtype=NCE&lang=en-US>
- The UNHCR offers an exam that could lead to enlisting candidates on a roster: www.unhcr.org/pages/49c3646c497.html.
- Two-year Junior Professional Officer (JPO) opportunities can be found here: www.jposc.org/content/programme/other_programmes-en.html.
- Information specifically for American citizens can be found here: www.state.gov/g/prm/c25774.htm.
- The UN Volunteers (UNV) program also offers great **paid** job opportunities for young lawyers: www.unv.org.

Internships

- Internships with the UN Secretariat use a generalized recruitment system: www.un.org/Depts/OHRM/sds/internsh/index.htm (the Internship Programme).
- Other organizations offer separate internships on their websites. They can be found at: <http://intlorganizationjobs.state.gov/iva/default.aspx> after clicking on 'Internship'.
- Field-based internships can often be found by contacting staff in the field directly, rather than going through official programs and HQs.

Full-Time/ Permanent Jobs

- For jobs within the UN Secretariat visit: <http://careers.un.org/lbw/Home.aspx>
- To apply for jobs in the UN Secretariat use the following Inspira web site: <https://inspira.un.org>.
- For other job vacancies, visit: www.unsystem.org/jobs/job_opportunities.htm.
- For organizations that have separate recruiting procedures and are not listed in the above web pages visit: www.state.gov/p/io/empl/125507.htm.

SELECTED CONTACT INFORMATION

Organization	Uses Inspira	Specialized Hiring Information	Contact Information*
Office of the Secretary General	Yes	Hiring is usually internal	United Nations Headquarters Office of Human Resources Management New York, NY 10017 212-963-8876 www.un.org/sg
Office of Internal Oversight Services (OIOS)	Yes		Does not accept paper applications www.un.org/Depts/oios
Office of Legal Affairs	Yes		United Nations Headquarters New York, NY 10017 http://untreaty.un.org/ola/
Office of the Legal Counsel	Yes		United Nations Headquarters New York, NY 10017 http://untreaty.un.org/ola/
General Legal Division	Yes		United Nations Headquarters New York, NY 10017 http://untreaty.un.org/ola/
Department of Political Affairs	Yes		United Nations Headquarters New York, NY 10017 212-963-9676 www.un.org/depts/dpa
Department of Disarmament Affairs	Yes		United Nations Office for Disarmament Affairs Information and Outreach Branch 220 East 42nd St Suite DN-2510 New York, NY, 10017, USA www.un.org/disarmament/
DPKO	Yes		www.un.org/en/peacekeeping
Department of Economic and Social Affairs	Yes		www.un.org/esa/desa
UN Office of Drugs and Crime	Yes		Vienna International Centre PO Box 500 A-1400 Vienna Austria +43-1-26060-0 www.unodc.org

ICTY	Yes	YPP not required	Churchillplein 1, 2517 JW The Hague, The Netherlands +31-70-512-5000 www.un.org/icty
ICTR	Yes (as of now, ICTR positions are posted on Inspira)	No YPP required	The Chief of Personnel ICTR Arusha PO Box 6016 Arusha, Tanzania +255-27-256-5000 ictr_personnel@un.org www.unicttr.org
Special Court for Sierra Leone	No	No YPP required	Special Court for Sierra Leone Chief of Personnel Jomo Kenyatta Road New England, Freetown Sierra Leone +232-22-297000scsl-personnel@un.org www.sc-sl.org
Human Rights Council	Yes	Apply to the Treaties and Council Branch	Treaties and Human Rights Council Branch OHCHR-UNOG 1211 Geneva 10, Switzerland +41-22-917-9220 CP@ohchr.org www.ohchr.org/English/bodies/hrcouncil
UN Environment Programme (UNEP)	Yes	Listings on website link to Inspira	United Nations Ave, Gigiri PO Box 30552, 00100 Nairobi, Kenya 254-20-7621234 unepinfo@unep.org www.unep.org/Vacancies
UN Children's Fund (UNICEF)	No		333 East 38th St New York, NY 10016 hr@unicefusa.org www.unicef.org
UNDP	No	Apply at http://jobs.undp.org	One United Nations Plaza New York, NY 10017 USA 212-906-5000 ohr.recruitment.hq@undp.org www.undp.org

UNWOMEN	No	Apply at www.unifem.org/about/employment.php or at http://jobs.undp.org for external applications.	304 East 45 th St 15 th Floor New York, NY 10017 212-906-6400 www.unifem.org
United Nations Volunteers (UNV)	No	Use website	Postfach 260 111 D-53153 Bonn Germany +49-228-815-2000 information@unvolunteers.org www.unvolunteers.org
UNHCR (P level information)	No	International Professional Roster & JPO Program	Case Postale 2500 CH-1211 Genève 2 Dépôt Suisse +41 22 739 8111 OR 1775 K St., NW, Ste. 300 Washington, D.C. 20006 202-296-5191 www.unhcr.org
World Food Program (WFP)	No	Use website	Via C.G.Viola 68 Parco dei Medici 00148 Rome-Italy +39-06-65131 www.wfp.org
OHCHR	Yes	Use website and P-11 form (only for temporary positions and consultancies)	Personnel Unit, Room PM 3.20 Palais des Nations 8-14 Ave de la Paix CH-1211, Geneva 10, Switzerland +41-22-917-9000 personnel@ohchr.org www.ohchr.org
International Court of Justice (ICJ)	No	Use website	Registrar International Court of Justice Peace Palace 2517 KJ The Hague Netherlands +31-0-70-302-23-23 recrutement-recruitment@icj-cij.org www.icj-cij.org
International Labour Organization (ILO)	No	Use online application system	Human Resource Services International Labour Organization Route des Morillons, 4 1211 Geneva 22 Switzerland +41-0-22-799-6111

			ilo@ilo.org www.ilo.org
UNESCO	No	Use online application system -Associate Experts Program -Young Professionals	Chief, HRM/RCR, UNESCO 7 place de Fontenoy, 75352 Paris 07 SP, France + 33-1-4568-4243 www.unesco.org
World Health Organization (WHO)	No	Use online application system; or by mail/fax	Ave Appia 20 CH-1211 Geneva 27 Switzerland +41-22-791-2111 www.who.int
International Monetary Fund (IMF)	No	Rarely solicits non-economist programs; Apply online or use IMF application form available online	HQ2 MSC 5.006 700 19th St, N.W. Washington, D.C. 20431 202-623-7422 jobs@imf.org www.imf.org
World Intellectual Property Organization (WIPO)	No	Use online application system	Engagements Section WIPO, 34, chemin des Colombettes, 1211 Geneva 20, Switzerland +41-22-338-91-11 staffengagements@wipo.int www.wipo.int
World Trade Organization (WTO)	No	Download application form from website	Human Resources Division World Trade Organization Centre William Rappard 154 rue de Lausanne 1211 Geneva 21, Switzerland humanresources@wto.org +41-0-22-739-51-11 www.wto.org

***It is best to verify the address by phone or email before sending your application materials**

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