

SUBJECT: 2012 Young Professionals Programme in Social Affairs

Dear Ms. Maria Surname,

We are pleased to invite you to take part in the 2012 Young Professionals Programme Examination in the job family of Social Affairs as a national of Indonesia.

Time:

The examination will be held on Wednesday, 5 DECEMBER 2012. Information on the concrete time of the examination and the registration for it will be posted on the Careers Portal (careers.un.org/ypp) later in November under “Young Professionals Programme” and then “Examination centres” which is one of the six icons on the bottom of the page.

Venue:

Examination centre assignment will be posted this week. You will find your assigned examination centre by using the following application number on the Careers Portal: XXXXXXXXXX

More details on the exact location of the examination centre will be posted on Portal in the coming weeks.

Please note that the United Nations is NOT responsible for the cost of travel to the examination centre.

You can let us know by email to YPP2012@un.org until 4 November 2012 if you have important reasons to opt for another venue from the list of available examination centres on the Portal. Please note that we will not be able to accommodate changes in examination centre after that date under any circumstances.

Duration:

The duration of the examination is 4 hours and 30 minutes. Please note that you

- MUST arrive at the examination centre by the start of the registration time. No late comers will be permitted to enter the examination room under any circumstance;
- MUST be able to stay at the examination centre at least one hour beyond the end time (in case of a prolonged registration or because of other unforeseeable delays);
- will NOT be allowed to leave the examination centre before the official dismissal of all examinees at the end of the examination.

This is especially important if you are travelling to the examination centre and are making plane or train reservations!

Bring with you:

You MUST bring the following:

- your convocation (summons) document
- picture ID indicating your nationality and date of birth (passport, citizenship card, etc.). Driver's license will not be permitted unless it shows nationality and date of birth.
- blue or black pen
- pencil
- ruler (for the job family of Architecture)

Room CS-1115D, United Nations
Long Island City, NY 11101 USA
United Nations Nations Unies

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You will receive an answer booklet which you will have to fill out partially with a pencil and partially with a pen. Please note that there will be no pens or pencils provided at the examination centre. A sample of the answer booklet can be found under <http://www.un.org/Depts/OHRM/examin/yppanswerbooklet.pdf>.

We would advise you to review it carefully in advance, in order to familiarize yourself with the format of the pages and the space provided to write your answers. Pages for drafting will be provided at the time of the examination.

You CAN bring:

- highlighters
- light food (candies, chocolate, etc.) and refreshments (clear water or juice bottle, etc.) that will not distract others in the room

There is no dress code to participate in the examination but you should be aware that some examination rooms might be rather cool or warm, according to the local climate and weather.

Substance:

As advertised, the examination will consist of a General Paper and a Specialized Paper. The General Paper for all job families will consist of a summary and 40 international affairs questions (multiple choice). The Specialized Paper for your job family will consist of 2 out of 3 essays (a choice of essay A or B and mandatory essay C), as well as 6 out of 8 questions (mandatory questions 1 and 2, as well as 4 out of questions 3-8).

Withdrawal:

Should you decide to withdraw your candidacy for the 2012 Young Professionals Programme, we ask you to inform us no later than 4 November 2012 by email to YPP2012@un.org.

Last-Minute Updates

We would also like to inform you that any last-minute announcements regarding the examination will be communicated to applicants through our website on the “What’s new” page. You are responsible for checking this page on a regular basis, especially on the days prior to the written examination.

Please accept our best wishes for your success in the examination.

Your YPP team