Frequently Asked Questions

Staffing in the United Nations Secretariat

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54. I note that requirements for Finance and Procurement job openings state similar experience and academic requirements. If I am rostered at the P-4 level for a post as a Finance Officer, will I also be rostered for posts at the P-4 level in Procurement?

55. I obtained a roster membership as Political Affairs Officer, P4 through a vacancy announcement which was posted in Galaxy in 2010. Could you please let me know whether my Galaxy roster membership will be valid when I apply for Political Affairs Officer, P4 job openings in inspira?

56. I have been cleared for a roster at the P3 level and there is a P2 position with similar scope (albeit with a different level of responsibilities), can a head of department select from the P3 roster for the P2 position?

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65. I was rostered for a job title and noted that the job title has changed. Could you explain why?

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68. I am currently a Team Assistant at the GS-4 level in UNON and I am rostered for an Administrative Assistant at the GS-5 level in connection with a job opening published in Nairobi. Will I be rostered for associated job titles at the GS-5 level and be considered a rostered applicant for GS-5 Administrative Assistant job openings at UN Headquarters in New York?

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76. How soon are applicants selected for a position expected to take up their new functions?

A. General Questions

1   Q: *What are the different job categories in the United Nations Secratariat?*

A: The United Nations Secretariat workforce is made up of different categories of staff. Within each category there are different levels, which reflect increasing levels of responsibilities and requirements.

These are the different categories of staff at the United Nations Secretariat:

- Professional and higher categories (P and D)
- General Service and related categories (G, TC, S, PIA, LT)
- National Professional Officers (NPO)
- Field Service (FS)
- Senior Appointments (SG, DSG, USG and ASG)

2   Q: *What are the different job networks?*

A: In the United Nations Secretariat, the jobs are grouped into eight job networks:

- Management and Operations Support (MAGNET)
- Political, Peace and Security (POLNET)
- Economic and Social Development (ECONET)
- Information Systems and Communication -Technology (ITECNET)
- Legal (LEGALNET)
- Public Information and External Relations (INFONET)
- Conference Management (CONFERENCENET)
- Safety and Security (SAFETYNET)

3   Q: *What is a job family?*

A: A job family is a specific occupational area within a job network. In a job family, the same or relatively similar nature of work is performed, and a similar skill set is required.

For instance, within the Political, Peace and Security (POLNET) job network, the job families would include:

- Civil Affairs
- Electoral Affairs
- Human Rights
- Humanitarian Affairs
- Political Affairs
- Rule of Law

4   Q: *What is a job code (job title)?*

A: Each job title and job opening in inspira is linked to a numeric job code. A job code is defined by the job title, job family, category and level.

For example, job code 1656 corresponds to:

- Job title: Associate Supply Officer
- Job family: Logistics
- Category and level: P-2

B. Job opening related questions

5 Q: *Where do I find job openings with the United Nations Secretariat?*

A: For jobs with the United Nations Secretariat, please visit the UN careers portal at www.careers.un.org.

6 Q: *What is the purpose of having different types of job openings?*

A: Position-specific job openings are published to fill a new established position; an existing position which is re-classified; or a position which has become or is expected to become vacant for one year or longer.

Generic job openings are published to create and maintain viable rosters of qualified candidates for immediate and anticipated job openings, identified through workforce planning, in entities with approval to use roster-based recruitment.

Recruit-from-Roster (RfR) job openings are published to expedite the process of identifying interested and available roster members while ensuring a transparent recruitment process in entities with approval to use roster-based recruitment.

7 Q: *For how long is a job opening published?*

A: Position specific job openings in the professional and above categories are posted for 60 calendar days; for peacekeeping operations and special political missions they are posted for 30 calendar days and if necessary to meet immediate operational requirements, they may be posted for 15 calendar days.

Generic job openings are posted for the period of time that is deemed sufficient to attract the number of qualified candidates sufficient to satisfy thevacancies projected through workforce planning.

Recruit-from-Roster (RfR) job openings are posted for 15 calendar days.

Job openings for positions in the General Service and related categories are posted for 30 days.

8   Q: *I am applying for a job opening. The deadline states the application is due on a particular date. As the United Nations Secretariat is a worldwide Organization, which time zone determines the date and time of the deadline?*

A: Job openings posted on the UN careers portal are taken off at midnight (New York time) on the deadline date.

You are encouraged to apply well before the deadline. Applicants should be mindful that hiring offices and departments may start reviewing the applications during the job opening posting period.

9   Q: *As a Secretariat staff member, should I apply using an internal or external inspira account?*

A: UN Secretariat internal staff members should only use an Employee inspira account which should be created through http://inspira.un.org.

External staff members and external applicants should use an External inspira account which should be created through Careers Portal, www.careers.un.org

However, as there is currently no ability to move roster memberships between Employee and External inspira accounts, we advise you to apply using the account with the roster membership when applying to positions associated with your roster memberships.

10 Q: *I am interested in P3 positions in finance and budgeting. Is it possible to receive notifications when such job openings are published?*

A: It is possible to receive notifications for job openings that you may be interested in, such as job openings for positions in finance and budgeting at the P-3 level. You may define the notifications (alerts) by level, job family or duty station.

In order to activate job alerts, please log in to you inspira account, choose *Self-Service > Recruiting Activities > Careers* and then click on "Advanced Search". Enter the search criteria, hit "Save Search", name your search and check the box [x] "Use as Job Alert". Finally, enter an e-mail address in the "Send Job Alert Notification To" field and click "Save Search".

Please note that job alerts are valid for six months.

11 Q: *I understand that inspira and Galaxy will run parallel for a while. Which system do I use to submit my application?*

A: During the transitional period, both systems will continue to run parallel. When you apply to jobs posted in Galaxy you have to enter your information and submit your PHP in Galaxy, and when you apply to jobs posted in inspira you have to enter your information and submit your application in inspira.

All job openings are published on the UN careers portal, and you will automatically be directed to the appropriate system when you click the 'apply' button.

inspira will be used for recruitment in all duty stations, while Galaxy only shows job openings for peacekeeping and special political missions, which have not transitioned into inspira as of yet.

12 Q: *How do I apply to a job opening in a field mission?*

A: You can access all job openings through the UN careers portal, and you will automatically be directed to the appropriate recruitment system i.e. inspira or Galaxy when you click the 'apply' button.

During the transitional period, both inspira and Galaxy will continue to run parallel.

inspira will be used for recruitment in all duty stations, while Galaxy only shows job openings in some peacekeeping and special political missions, which have not transitioned into inspira as of yet.

13 Q: *When are generic field mission job openings posted?*

A: Generic job openings for filling vacancies for specific jobs and level in peacekeeping and special political missions are posted when there is a need for more applicants on the rosters. Generic job openings are normally advertised for 30-60 days. The application deadline will be indicated in the job opening. Please keep checking the UN careers portal to find out about new job openings.

C. Application related questions

14 Q: *I have logged into inspira, where do I go to start my application?*

A: Most actions in inspira relating to recruitment and the application process can be found from the careers home page in inspira. These are the steps to start preparing your application.

- After you have logged in to inspira, click on *Self Service* in the main menu on the left side.
- Click on *Recruitment Activities*.
- Click on *Careers*.
- To the right in the box that says "My Career Tools" click on *My Profile*.
- Fill out all required fields - marked with an asterisk (*) - on the two pages in My Profile. Make sure to click "Save" after you have filled in the information. All required fields have to be filled out for the information to be saved.
- If you want to change the information relating to your address, phone number or e-mail address you have to go to *Self-Service* in the menu to the left side and click on *Personal information*.
- If you want to start preparing your application (i.e. fill out your education and work experience etc) without applying for a job, you then have to click on *Create/Review Application*, which is at the bottom of the Careers Home page.

15 Q: *Can I save a draft of my application and continue later, or do I have to complete my application in one session?*

A: It is possible to complete the application in several sessions. However, within the application, individual sections have to be finished in one single session in order for the system to save your entries. In other words, you cannot pause and save in the middle of a section without having completed the required fields.

It is recommended that you click "Save" regularly, ideally after completing all the mandatory fields within a section.

The system times out after 60 minutes, which means you lose any data you entered since the last time you clicked "Save".

16 Q: *I am in the Education and Work Experience section. How do I add additional work experience?*

A: You can add additional work experience by using the *+Add Work Experience* link on the Complete Application page to continue adding your work experiences until you have added them all. Use the "Save" button to save your entry and return to the main "Education and Work Experience" section of your Application (the page says *Complete Application* on top). Each entry for Work Experience has to be fully completed and saved in one session. You will not be able to save an incomplete entry for work experience.

17 Q: *I entered my employment history into the Work Experience section but it did not save the information. What happened?*

A: There are two things to look out for to make sure you save your data correctly in the Work Experience section.

First you have to make sure that all required fields - marked with an asterisk (*)- have been entered correctly. If any required fields are missing, a   message will appear after you click on "Save" and the empty required fields will appear in red. Please look through all the fields again and make sure that you have completed them all. Even if you don't have the correct information, use your best judgment and/or just enter "not available". After you have entered all the information, you have to click "Save".

In addition, please note that after 60 minutes of inactivity the system times out, which means you lose any data you entered since the last time you clicked "Save". Please note that typing alone does not register as activity, only clicking on the tool (eg the save button), so it is important to remember to save regularly.

18 Q: *I cannot find the name of my university when adding my education details, what should I do?*

A: For post-secondary education, a database of degrees from 16,000 university-level institutions compiled by UNESCO and the International Association of Universities (IAU) is used to streamline the validation of degrees.

If you cannot find your university or school when adding your education details, we recommend that you perform the following steps:

- 1.   Click on the look-up icon at the end of the "Name of Institution" field.

- 2.   Click on the "Advanced Lookup" link.

- 3.   Select "contains" in the "Long Description" dropdown menu and then enter part of the name of your institution (for example Chicago if you are looking for University of Chicago).

- 4.   If no result is found, search for "Other Institution". Note: If you select "Other Institution", a new text field "Please enter name of institution" field is automatically added allowing you to be more specific.

Note: The fact that your degree may not be part of the UNESCO's and IAU's database will not prejudice your application. Indeed under such circumstances, HR practitioners will conduct further checks during the background verification stage.

19 Q: *Can UN colleagues be listed as references in an inspira job application?*

A: Yes, you may list UN colleagues as references in your application.

20 Q: *Can I update information in an application that I have already submitted?*

A: In both inspira and Galaxy, you may not edit any part of your application after it has been submitted.

21 Q: *Can I update my contact information after I have submitted a job application in inspira?*

A: You may change the contact information in your profile at any time, including your e-mail address or phone number, even after submitting an application. To do this, log-in to inspira, click on the relevant section of 'View/ Change Personal Information', edit and save. Recruiters and Hiring Managers will see up-to-date profile information when they view applicants.

Please note your updated information will not be reflected in submitted applications.

22 Q: *I have seen a number of different status messages of my applications in inspira. What do they all mean?*

A: Please find below the definitions of the various statuses.

<u>Draft:</u>	An application is being worked on by an applicant but has not been submitted. It is visible only to the applicant at this stage.
<u>Applied:</u>	An application form has been submitted via inspira, but the pre-screening process (which checks applicants' eligibility for a post) has not yet begun.
<u>Under consideration:</u>	The recruitment process is underway but no candidate has yet been selected. This status will display to all applicants throughout the shortlisting, interview and recommendation process, until a candidate has been selected.
<u>Recruitment completed:</u>	A candidate has been selected for the post and the recruitment process has been completed.
<u>Rostered:</u>	The applicant has been placed on a roster.
<u>Filled from Roster:</u>	The position has been filled from a roster of pre-approved candidates and the recruitment process has been completed.
<u>Cancelled:</u>	The recruitment for this position has been suspended and may re-open at a later date.

23 Q: *Is there any guidance material such as a manual on how to create a profile and complete an application?*

A: For instructions on how to create and complete an application in inspira, staff members and external applicants may refer to the "At a Glance for Applicants" and the "Instructional Manual for the Applicant", which are located in the upper right hand side of the inspira account.

The UN careers portal does also offer tutorials on how to create a competitive application, including cover letter suggestions and advice on what to include in your PHP.

24 Q: *How do I know if my application has been received?*

A: When you submit an application from your inspira account, the system will automatically send an email to your primary email address (as recorded in your inspira profile) to confirm that your application was received by the United Nations.

If you do not receive a confirmation email, please check your spam filter or visit, if needed, your "Careers Home" page to check the status of your application. If the status is not "Draft" or "Withdrawn", then it means that your job application has been successfully submitted and was received by the United Nations.

When you submit an application from your Galaxy account, go to "View Application History" to confirm that your application was received by the United Nations.

25 Q: *At what stage in the recruitment process should a hiring manager inform applicants that they are no longer being considered for a job opening?*

A: All applicants to a position specific job opening will be notified through inspira upon completion of the recruitment process, which is when the selection has been approved by the Head of Department and recorded in inspira.

D. Eligibility questions

26 Q: *Can anyone apply to job openings with the UN Secretariat?*

A: Any prospective applicant (between 18 and 65 years of age) who is interested in jobs with the UN Secretariat and who feels that he/she meets the academic, work-experience, language requirements and skills indicated in the published JO, is encouraged to apply.

Applicants who are currently staff members holding a permanent, continuing, probationary or fixed-term appointment should also meet the eligibility criteria related to the level, category, lateral moves and mandatory age of 60 years if joined the organisation before 1 January 1990, 62 years if joined the organisation between 1 January 1990 and 31 December 2013, or 65 years if joined the organisation on 1 January 2014 onwards.

27 Q: *Job openings in the Professional and above categories require an advanced level university degree. However, a first-level university degree may be accepted in lieu of an advanced university degree. What is a first-level university degree? How can I check if my degree is a first-level university degree?*

A: Job openings for positions at the professional level with the UN Secretariat require an advanced university degree (masters or equivalent). A first-level university degree (Bachelors) in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Associate degrees as well as other types of certifications are **not** recognized first-level university degrees.

A first-level university degree is a university degree obtained from a nationally accredited academic institution which is recognized as equivalent to a bachelor's degree by the competent national authority where the academic institution is located.

Applicants may check the accreditation status of their academic institution/s and degree/s by consulting IAU/UNESCO list available under the Main Menu in their inspira account.

If an applicant cannot find the name of the institution, it is recommended to type "Other Institution" in the "Name of Institution" field. For additional information please refer to "At-a-Glance - The application Process" available under the manual link in the inspira account.

In case an applicant is selected for a position with the UN Secretariat, the appointment will be subject to verification of academic qualification/s. The successful applicant will be contacted by a Human Resources Practitioner to facilitate the verification process.

28 Q: *I am not a UN staff member. Can you explain how years of work experience is calculated?*

A: Applicants must meet all requirements stated in a job opening. Only the relevant work experience provided in the application submitted to a job opening is calculated.

29 Q: *Would the UN Secretariat recognize professional experience in lieu of a professional degree when considering applicants' qualifications?*

A: The UN Secretariat requires an advanced level university degree for positions at the professional level.

A first level university degree in combination with two additional qualifying professional experience may be accepted in lieu of the advanced degree.

30 Q: *A job opening requirement stated that "applicants must have completed all mandatory training courses". By when do all job requirements need to be met: Before the application closing deadline or any time prior to selection?*

A: All requirements stated in the specific job opening have to be met at the time of submitting your application. You may have to confirm holding certain requirements e.g. training certificates when answering the 10-15 screening questions under the skills tab before you can submit your application. If the job requirement is mandatory and you do not confirm that you qualify, you will not be considered eligible for the job.

31 Q: Can a P2 staff member apply for FS-7 position if he/she meets all the requirements for the post?

A: Staff members holding a permanent, continuing, probationary or fixed-term appointment are eligible to apply for positions at their current level (personal grade) or one level above.

For example, staff members at the P-2 level may apply to positions at the P-2, P-3, FS-6, NO-B, and NO-C levels, provided that they meet all of the other eligibility requirements of the post being advertised. If they applied to a position at the FS-7 level, this would be considered two levels above their current grade and they would not be considered eligible.

For a full matrix of eligibility regarding to an applicant's level please refer to the pre-screening requirements in Annex E of the Instructional Manual for the Applicant, accessible on the UN careers portal (careers.un.org) or through the "Manuals" link on the top of the page once you have logged into inspira.

32 Q: *Can a General Service staff member apply for a Field Service position?*

A: Staff members in the General Service and related categories holding a permanent, continuing or fixed-term appointment may apply for positions in the Field Service category at any level, irrespective of the grade held in the General Service and related categories, provided they meet the requirements of the post.

33 Q: *I am an UN consultant and I would like to apply for a job opening in the UN Secretariat. Does the six-month break in service rule apply to me?*

A: Interns, consultants, individual contractors and gratis personnel serving in the UN Secretariat are not eligible to apply for or be appointed to any position in the Professional or higher categories and for positions at the FS-6 and FS-7 levels in the UN Secretariat within six months of the end of his/her last/current service and are considered external applicants after the six-month period.

The only exception is an individual who has successfully passed the Young Professionals Programme Examination (YPP) (previously the NCRE) or a United Nations Language Competitive Examination.

34 Q: *Does work experience acquired as an intern count toward the number of years of experience required for a Professional position?*

A: Internship programmes offer graduate students an opportunity to enhance their educational experience through practical work experience. Since an internship is considered a learning experience and in order to recognise the contribution which interns from various professional fields provide to an organisation, the UN Secretariat counts only 50% of the work experience gained as an intern towards relevant work experience required for positions at the professional level.

35 Q: *Who is considered an internal applicant and do internal applicants have any preferential treatment during the recruitment process?*

A: Internal applicants are the staff members who are recruited through either a competitive process including a Central Review body review or a competitive examination such as the YPP, NCRE, G to P, or the language exam.

During the recruitment process all applicants are given fair and equal consideration against the evaluation criteria stated in the job opening.

The paramount consideration is, as per Article 101 (3) of the UN Charter, "the necessity of securing the highest standards of efficiency, competence, and integrity". Thus, hiring managers and head of departments/offices/missions focus on applicants with the highest ability to perform the functions of the post.

Subject to the provisions of Article 101 (3) of the UN Charter, and without prejudice to the recruitment of fresh talent at all levels, Staff Regulation 4.4 stipulates that "the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations."

36 Q: *Where can I take the United Nations Administrative Support Assessment Test (ASAT)?*

A: The ASAT is an eligibility requirement and it must be taken before applying to any General Service position in the United Nations Secretariat.

For more information on the test and where to take it, please contact the United Nations offices in New York, Geneva, Vienna, Nairobi, Santiago, Bangkok, Beirut, Addis Ababa, Arusha or The Hague, or contact your nearest United Nations Information Centre or United Nations Development Programme office.

Please note, that since 1 June 2012, the New York ASAT examination has been suspended temporarily due to a large number of candidates who have passed the test and are currently on the roster.

E. Assessment questions

37 Q: *How are applicants assessed?*

A: Applicants are evaluated based on the requirements stated in the published job opening. Should an applicant meet the requirements stated in the published job opening, he/she may be invited to undertake an assessment exercise which may be followed by a competency based interview.

38 Q: *What is an assessment exercise?*

A: The assessment exercise may be a knowledge-based written exam, or any other type of simulation exercise or a case study, etc. Applicants under serious consideration will be informed in due course regarding the assessment details.

39 Q: *What is a competency based interview?*

A: A competency based interview is conducted to learn more about applicants' combination of skills, attributes and behaviour for the relevant competencies stated in the published job opening. The competency based interview may be conducted by telephone, video conference or in person. Applicants under serious consideration will be notified in due course regarding the details of the interview.

40 Q: *I applied for a job opening and I have been invited to undertake a test. What is the passing score?*

A: Hiring departments or offices set the passing score for written evaluations. The passing score may vary from a job opening to another job opening.

41 Q: *What kind of questions can come up in a Competency Based Interview? Can the panel ask substantive, subject-specific questions?*

A: Any UN competency and core value listed in a job opening will be covered during a competency based interview and the panel is at liberty to ask any question it deems relevant to the competencies and values required for a position.

Substantive questions can also be asked. For example, under the core value 'Professionalism', the panel could ask subject matter-related questions linked to expertise needed for the role (e.g. budget planning skills), as well as more general questions relating to professionalism in its broader sense (that is, high-standards of conduct in the workplace).

42 Q: *Aside from what is mentioned in ST/AI/2010/3 on the Staff Selection System, are there additional considerations to take into account when composing an interview panel?*

A: According to ST/AI/2010/3 Section 1 c), "a panel normally comprised of at least three members, with two being subject matter experts at the same or higher level of the job opening, at least one being female and one being from outside the work unit where the job opening is located, who will undertake the assessment of applicants for a job opening. For D-2 level job openings, the panel should normally be comprised of at least three members, with two being from outside the department or office, and at least one female"

Furthermore, it is to be noted that panel members must hold a fixed-term appointment, a permanent appointment or a continuing appointment and serving at the same or at a higher level than that of the job opening. The staff members shall normally not be the current or temporary position incumbents that are to be replaced. Retirees from the UN System, staff members on a temporary appointment, consultants, contractors and interns are not allowed to be part of such panels.

F. Roster related questions

43 Q: *What is a roster in the UN Secretariat?*

A: A roster is a pool of preapproved candidates who have been endorsed by a Central Review body for similar functions at the level of the job opening. Roster candidates are retained in a roster indefinitely.

44 Q: *How are rosters organized?*

A: The roster of preapproved applicants is organized based on level, category, job family and functional title. For example there are rosters for Political Affairs Officer P-4 (Political Affairs), Supply Assistant FS-4 (Logistics), or Administrative Assistant, GS-6 (Administration).

The roster is drawn from all duty stations of the UN Secretariat for job openings in the Professional and above categories, and the Field Service category. The Secretariat, including headquarters locations, regional commissions and field missions, uses the same roster for Professional and higher levels, as well as for the Field Service category. While for the General Service and related categories, the roster is only used locally, which means hiring managers only consider applicants that have been rostered at that particular duty station.

Many UN agencies, funds and programmes have their own rosters but those are not linked to the UN Secretariat rosters.

45 Q: *What is considered a similar position for roster purposes?*

A: The positions that require similar qualifications (e.g. education, experience and skills) for performing similar functions are considered similar for rostering purposes. In order to implement this policy, job titles (job codes) at a specific level, category and job family are being used.

Job titles (job codes) have recently been streamlined and associated to other job titles (job codes) at the same level and category, within the same job family, which have been identified as having similar functions and requirements. This has expanded the number of pre-approved roster applicants related to similar functions at the same level, category and job family.

Applicants holding a roster membership will receive automatic notifications any time a job opening with a job title (job code) for which they hold a roster membership and a job opening with an associated title is posted. When applying to these job openings the applicants will be identified as roster applicants.

46 Q: *How do I know which job codes belong to each job family and therefore, what is considered as a similar position?*

A: A job family is defined as a series of progressively higher jobs of relatively similar nature of work distinguished by levels of required knowledge, skills and abilities. Therefore, depending on the levels of responsibilities and requirements, the jobs/positions within a job family are classified in categories and levels. The jobs/positions within a job family that require similar qualifications (e.g. education, experience and skills) for performing similar functions are considered similar for rostering purposes.

Each job title and job opening in inspira is linked to a numeric job code. A job code is defined by the job title, job family, category and level. A job code (job title) may be associated to other job codes (job titles) for positions at the same level, category and job family, which have been identified as having similar functions and requirements. An example in the job family of "Finance" would be:

JOB CODE	JOB TITLE
3430	Finance Officer (P-4)
1849	Budget Officer (P-4)
3430	Financial Analyst (P-4)

Should you be interested to receive notifications for job openings regarding jobs/positions in a job family, category and level, you may activate job alerts in inspira.

47 Q: *How do I obtain a roster membership?*

A: A roster membership indicates that an applicant meets all evaluation criteria stated in a specific or generic job opening, has been assessed and recommended by a hiring manager, and endorsed by a Central Review Body (CRB/FCRB) for a specific job title (job code) at a specific level, category and job family.

Applicants are placed on a roster, for specific job openings following the endorsement of a CRB/FCRB and the implementation of selection decision and for generic job openings following the endorsement of a CRB/FCRB.

48 Q: *How do I know if I have been placed on the roster?*

A: Following the endorsement of a central review body, applicants who are placed on a roster are informed in an e-mail of such placement after the selection decision has been made(for position specific job openings), or following the endorsement of the central review body (for generic job openings).

Applicants may view their roster membership/s and associated title/s under "My career tools" section in their inspira account.

If applicants have queries regarding their roster membership status with respect to a specific job opening, they may submit a request through 'Contact Us' indicating their query vis-a-vis their roster membership.

49 Q: *How are applicants, who are not yet rostered, given the same consideration as that of rostered applicants?*

A: It is required that all eligible applications, which have been received by the hiring managers, are given due consideration. Eligible applicants are encouraged to apply to new job openings as soon as possible.

50 Q: *I do not hold a roster membership and I would like to apply for a job opening. Will I be given the same consideration as rostered applicants?*

A: Hiring Managers are required to give due consideration to all eligible applicants who have been released for a specific job opening.

The hiring manager may at any time prior to submitting a case to CRB/FCRB recommend the selection of a qualified roster applicant. The hiring manager may otherwise decide to assess and submit a list of recommended applicants comprising of rostered and non-rostered applicants to CRB/FCRB for endorsement. Eligible applicants are encouraged to apply to new job openings as soon as possible.

The Hiring Manager may conduct an assessment and still recommend the selection of a rostered applicant.

51 Q: *How are rosters used in the UN and what does it mean to Recruit-From-Roster?*

A: For entities* with approval for roster-based recruitment, the hiring manager may select a roster applicant through publishing a Recruit-from-Roster (RfR) job opening. This will expedite the process of identifying interested and available roster members while ensuring a transparent recruitment process.

Once a job opening is advertised, hiring managers may immediately recommend qualified roster applicant/s (who have expressed interest by submitting an application) for selection by the head of department/office.

Selection of a roster applicant is not subject to further review by a Central Review body.

The entities with approval to use roster-based recruitment to fill positions in the field are: Department of Field Support (DFS); UN Office on Drugs and Crime (UNODC); Office for the Coordination of Humanitarian Affairs (OCHA); UN Human Settlements Programme (UN-Habitat); Office of the High Commissioner for Human Rights (OHCHR); and Office of Internal Oversight Services (OIOS).

52 Q: *How are roster applicants identified in job openings?*

A: Applicants applying to job openings with a job title (job code) for which they hold a roster membership will be flagged as roster applicants for hiring manager's consideration.

53 Q: *I hold a roster membership and I have applied to all job openings for which I have received a roster notification. For some job openings I have been invited for a written-test and/or interview, and for others I was not contacted by the hiring manager. If an applicant holds a roster membership for a job title, how is it possible to be found not suitable for job openings with the same job title?*

A: It is the responsibility of the hiring manager to assess the suitability of all eligible applicants against the evaluation criteria stated in the job opening. The hiring manager may at any time prior to submitting a case to CRB/FCRB recommend the selection of a qualified roster applicant. The hiring manager may otherwise decide to assess and submit a list of recommended applicants comprising of rostered and non-rostered applicants to CRB/FCRB for endorsement. In such a case both rostered and non-rostered applicants are subject to a full evaluation process. Furthermore, a rostered applicant may not necessarily meet all evaluation criteria stated in the job opening such as language requirements and therefore may not be found suitable for further assessment.

54 Q: *I note that requirements for Finance and Procurement job openings state similar experience and academic requirements. If I am rostered at the P-4 level for a post as a Finance Officer, will I also be rostered for posts at the P-4 level in Procurement?*

A: The association of job titles (job codes) is based on similar functions at the same level, category and job family provided that the requirements and qualifications have been identified as similar.

Please note that not all administration-related job titles (job codes) have been associated. You are currently rostered only at the level of the job title (job code) for which you hold a roster membership.

55 Q: *I obtained a roster membership as Political Affairs Officer, P4 through a vacancy announcement which was posted in Galaxy in 2010. Could you please let me know whether my Galaxy roster membership will be valid when I apply for Political Affairs Officer, P4 job openings in inspira?*

A: Roster memberships obtained in connection with Galaxy vacancy announcements which were already valid on 1 July 2011 as well as those placed on the roster on or after 1 July 2009 have been migrated to inspira. Applicants may view their roster membership/s, including those obtained through Galaxy vacancy announcement/s, under "My career tools" section in their inspira account.

Also, applicants holding a roster membership obtained either through Galaxy vacancy announcements or inspira job openings will receive automatic notifications any time a job opening with a job title (job code) for which they hold a roster membership and a job opening with an associated title is posted in inspira. When applying to these job openings the applicants will be identified as roster applicants.

Therefore, when you submit your application to a job opening for Political Affairs Officer, P4 in inspira, your application will be flagged to indicate your roster membership for hiring manager's review and consideration.

56 Q: *I have been cleared for a roster at the P3 level and there is a P2 position with similar scope (albeit with a different level of responsibilities), can a head of department select from the P3 roster for the P2 position?*

A: Currently heads of departments can only select applicants from the preapproved rosters at the level of the job opening. Therefore, you cannot be selected for a job opening at the P-2 level based on your roster membership at the P-3 level.

57 Q: *Can hiring managers review rostered applicants who did not submit an application for that particular job opening?*

A: Hiring managers may only consider roster applicants who have applied to the job opening.

58 Q: *Do rosters exist for national professional officer (NPO) positions?*

A: If a job opening for a position in the national professional category is posted in inspira and the list of recommended applicants is reviewed and endorsed by a central review body, the endorsed applicants are placed on the roster.

Roster related questions - Associated Titles

59 Q: *What are "Associated Titles"? What do they represent - I see that I have Associated Titles, but I have never applied to any of these positions.*

A: Your roster membership(s) for a job title may be associated to other job titles (job codes) at the same level, category and job family, which have been identified as having similar functions and requirements. These titles are indicated as "Associated Titles" within inspira. When applying to job openings with job titles associated with your roster membership, you will be identified as a roster applicant. In addition, you will receive automatic notifications any time a job opening with an associated title is posted. Please note that an associated title is not a roster membership; associated titles may be amended to meet the changing needs of the organisation.

The following example shows the association of the job title (job code) 'Finance Assistant, G5, Finance':

JOB FAMILY: Finance
MY ROSTER MEMBERSHIP: Finance Assistant G-5
ASSOCIATED TITLES: Budget Assistant G-5, Finance and Budget Assistant G-5

60 Q: *Does having an associated title mean that I am rostered for that position?*

A: When you apply to positions with job titles (job codes) for which you are associated, you will be identified as a rostered applicant. Please note that an associated title is not a roster membership; associated titles may be amended to meet the changing needs of the organisation.

61 Q: *Where do I find an overview of associated titles, prior to submitting an application?*

A: Applicants holding a roster membership will be able to view their roster membership(s) and the associated titles under "My career tools" section in the applicant's inspira account. In addition, they will receive automatic notifications any time a job opening with an associated title is posted.

62 Q: *How did the job title association happen? What types of codes were eliminated?*

A: The association of job titles (job codes) is based on similar functions at the same level, category, and job family provided that the requirements and qualifications have been identified as similar. The streamlining exercise removed overlapping job titles (job codes), created new job titles (job codes) and also merged and associated similar job titles (job codes).

63 Q: *What do I do if I believe there are other job titles that should be associated with my roster membership?*

A: A roster membership(s) for a job title may be associated to other job titles (job codes) at the same level, category and job family which have been identified as having similar functions and requirements. Should you have queries about your roster membership and the associated job titles, you may contact your Executive Office or your local Human Resources Office. External applicants may submit a request through "Contact Us" in inspira.

64 Q: *I am informed that the number of pre-approved roster applicants related to similar functions at the same level and category has expanded. Does this mean that even though my roster membership (RM) is for e.g. Chief of Section, Public Information, P-5, my application to a JO with an associated title i.e. Director, Information Center, P-5 will appear in the system with an RM for hiring manager's review and consideration for a roster selection?*

A: Should a roster applicant apply for a job opening with an associated title, the applicant will be identified as a rostered applicant for the hiring manager's review and consideration.

65 Q: *I was rostered for a job title and noted that the job title has changed. Could you explain why?*

A: The job titles (job codes) were recently streamlined to better reflect jobs with similar functions. As a result, overlapping job titles (job codes) were removed, new job titles were created and others were merged or renamed.

66 Q: *Is the list of job code titles associated to my roster membership final or will it change over time?*

A: The associated job titles (job codes) may be amended to respond to the changing needs of the Organization.

67 Q: *I am rostered for an Administrative Officer at the FS-6 level. Will I also be rostered for associated job titles at the FS-5 level?*

A: Your roster membership is only valid at the level of the job title (job code) for which you were rostered and the associated titles at that level. You will be able to see your roster membership for Administrative Officer at the FS-6 level and the associated titles under "My career tools" section in your inspira account.

68 Q: *I am currently a Team Assistant at the GS-4 level in UNON and I am rostered for an Administrative Assistant at the GS-5 level in connection with a job opening published in Nairobi. Will I be rostered for associated job titles at the GS-5 level and be considered a rostered applicant for GS-5 Administrative Assistant job openings at UN Headquarters in New York?*

A: The validity of the roster memberships in the General Service and related categories are limited to the duty station. Your current roster membership for an Administrative Assistant at the GS-5 level will be valid at the level of the job title (job code) for which you were rostered and the associated titles at that level only in the local duty station.

69 Q: *I keep receiving roster notifications for job openings with a job title for which I hold a roster membership and for job openings with associated titles. How can I prevent receiving notifications for job openings of associated titles?*

A: It is not possible to prevent notifications for a specific associated title. The only way to block roster notifications for an associated title is to place the relevant roster membership on hold. However, by placing your roster membership on hold, you will not receive roster notifications based on the original roster membership or any job title associated to that roster membership.

Please also note that if you "withdraw" your roster membership, your roster membership will be permanently removed and it cannot be reinstated.

70 Q: *Why do the 'Put on Hold' and 'Withdraw' options appear next to 'My Roster Membership' in inspira, and what does it mean?*

A: When applicants clicks on 'My Roster Memberships' under My Career Tools section of their inspira account, they can see their current roster status alongside the job title and level of the position for which they were rostered.

Clicking the blue 'Put on Hold' link will allow you to temporarily suspend a roster membership. If you do not want to receive notifications click on the blue 'Put on Hold' link of the corresponding roster to temporarily suspend receipt of notifications regarding job openings posted with the same job title (job code) as your roster status.

Clicking the blue 'Withdraw' link will permanently remove your roster membership. In doing so, you are removing your application from the roster and consideration for future job openings similar to the job code for which you were rostered.

Please note withdrawn roster memberships cannot be reinstated.

G. Central Review Bodies (CRB) related questions

71 Q: *What are central review bodies and field central review bodies?*

A: Central Review bodies and Field Central Review bodies (CRB/FCRB) are joint bodies established under staff rule 4.15 whose role is to review proposals for filling a position-specific job opening or for placing candidates on the roster following a generic job opening and to ensure that candidates have been evaluated on the basis of approved evaluation criteria and that the applicable procedures have been followed in the process of appointing, selecting and promoting staff up to and including the D-1 level. Field central review bodies are established for peacekeeping operations and special political missions for the same purpose.

72 Q: *Do I need to go through a Central Review Body each time I am selected for a new position?*

A: All applicants, including roster and non-roster applicants, are expected to express their interest in the position advertised by submitting an application to the specific job opening.

It is then the responsibility of the hiring manager to assess the suitability of all eligible applicants against the evaluation criteria stated in the job opening. The hiring manager may at any time prior to submitting a case to CRB/FCRB recommend the selection of a qualified roster applicant. The hiring manager may otherwise decide to assess and submit a list of recommended applicants comprised of rostered and non-rostered applicants to CRB/FCRB for endorsement. In such a case both rostered and non-rostered applicants are subject to a full evaluation process.

H. Selection related questions

73 Q: *How is a selection decision made?*

A: Selection decisions for positions up to and including the D-1 level are made by the head of department/office/mission on the basis of the recommendation by the responsible hiring manager, when the Central Review body is satisfied that the evaluation criteria have been properly applied and that the applicable procedures were followed.

Selection decisions for positions at the D-2 level are made by the Secretary-General when the Senior Review Group is satisfied that the applicable procedures were followed.

74 Q: *If a person has been on the same post for over five years and applies to a position on a lateral move, for which they meet the requirements, does he or she have priority over another qualified applicant seeking a promotion?*

A: All applicants are given due consideration against the evaluation criteria stated in the job opening. Time in the same position is not an overriding consideration when applying to job openings for the positions at the same level or one level higher than staff member's personal level.

The paramount consideration is, as per Article 101 (3) of the UN Charter, "the necessity of securing the highest standards of efficiency, competence, and integrity". Thus, hiring managers and head of departments/offices/missions focus on applicants with the highest ability to perform the functions of the job opening.

75 Q: *Can the head of department select an applicant from rosters for positions in different job families with similar experience and academic requirements? For instance, could staff on a GS-5 Finance Assistant roster be selected as a roster candidate for a GS-5 Procurement Assistant position if they meet the criteria for the post?*

A: For roster selections, the head of department/office/mission will be able to select an applicant only from the pool of pre-approved roster applicants who have been rostered for a specific job title (job code) and its associated titles, if the applicant has expressed his/her interest in the job opening by submitting an application.

The association of job titles (job codes) is based on similar functions at the same level, category, and job family provided that the requirements and qualifications have been identified as similar.

In this example, if an applicant was rostered for the job title (job code) 'Finance Assistant, GS-5, the applicant will be identified as a roster applicant for all posts with the same job titles (job codes) or an associated title, such as 'Budget Assistant, GS-5' and 'Finance and Budget Assistant, GS-5'.

Since Finance and Procurement job titles (job codes) belong to different job families, they are not associated. Thus, a candidate rostered for the job title (job code) 'Finance Assistant, GS-5 cannot be selected as a roster candidate for the job title (job code) 'Procurement Assistant, GS-5.

76 Q: *How soon are applicants selected for a position expected to take up their new functions?*

A: Selected applicants are expected to assume functions as soon as pre-recruitment formalities are completed but no later than two months from the date of communication of selection.

Staff members should be released as soon as possible and no later than one month after the date on which the releasing office is notified of the selection decision, if the move is within the same duty station.

If the new position is in another duty station, including peacekeeping or special political missions, then the release shall be no later than two months.

When the selection entails promotion to a higher level, the earliest possible date on which such promotion may become effective shall be the first day of the month following the decision, subject to the availability of the position and the assumption of higher-level functions.