Tips to get your foot in the door

Starting a Career In International Organisations
4 myths or...realities?

Few “elected” people get a job in International Organizations...build the most “likeable” you to increase your chances

You need to know “someone” within the I.O. to get hired...connect, participate, explore opportunities

You need to have prior work experience before getting hired...and/or a PhD to work in I.O....target the right positions/program and the right institution at the right time

If you don’t have experience in the field is virtually impossible to get a field-job with an I.O....take your risks and (some) reward will follow
Build the most “likeable” you...

Build strong technical and academic skills
- Get at least a **Master Degree**! Some Universities have strong linkages with I.O. - try to go there, apply for scholarships! (e.g. Columbia → UN; Johns Hopkins → WB)
- Attend **seminars** related to your sector (go to conferences)
- Build your own **sector network** (friends / professors / young professionals)
- Learn multiple **UN languages**

Get some (relevant) work experience
- Summer **Internship** programs or **between** Under-Grad and Grad School
- **Research/study trips** in development countries
- **Connect** with people with your own interests (blog, social net; volunteer)

Understand where are the opportunities (who offers what)
- In which **countries** and in which **sectors**
- Familiarize yourself with **job descriptions** and **requirements**
- Monitor **vacancies**
- Connect/meet with **alumni** from your Uni to learn about their professional paths in the institutions you are interested in
**Connect, Participate, Explore Opportunities!**

### Connect
- Youth Action Net
- International Youth Foundation
- ILO Youth Employment Network
- European Commission Youth portal
- Unicef Voices of Youth
- TakingITGlobal
- YouthNoise

### Explore
- [www.idealist.org](http://www.idealist.org)
  - Internships, volunteering, jobs

- [www.reliefweb.int/jobs](http://www.reliefweb.int/jobs)
  - Internships and jobs UN, Humanitarian, NGOs

- [www.unjobs.org](http://www.unjobs.org)
  - Internships and jobs; all MDBs

### Participate
- World Volunteer Web
- UN Volunteers
- Volunteer Match
- ServeNet
- Global Volunteer Network
- BuildOn
- Junior Achievement
<table>
<thead>
<tr>
<th>New Listings</th>
<th>Organizations</th>
<th>Duty Stations</th>
<th>Closing Soon</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASEAN - Association of Southeast Asian Nations (3)</td>
<td>ICSC - International Civil Service Commission (1)</td>
<td>SPC - Secretariat of the Pacific Community (16)</td>
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<tr>
<td>AfDB - African Development Bank (18)</td>
<td>ICTY - International Criminal Tribunal for the former Yugoslavia (4)</td>
<td>STL - Special Tribunal for Lebanon (5)</td>
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<tr>
<td>BIS - Bank for International Settlements (1)</td>
<td>IDB - Inter-American Development Bank (87)</td>
<td>The Global Fund to Fight AIDS, TB, and Malaria (3)</td>
<td></td>
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<tr>
<td>CGIAR - Consortium of International Agricultural Research Centers (18)</td>
<td>IDLO - International Development Law Organization (2)</td>
<td>UN Women - United Nations Entity for Gender Equality and the Empowerment of Women (13)</td>
<td></td>
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<tr>
<td>CIFOR - Center for International Forestry Research (6)</td>
<td>IFAD - International Fund for Agricultural Development (1)</td>
<td>UN-HABITAT - United Nations Human Settlements Programme (1)</td>
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<tr>
<td>CIP - International Potato Center (5)</td>
<td>IFC - International Finance Corporation (19)</td>
<td>UNAIDS - Joint United Nations Programme on HIV/AIDS (2)</td>
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<tr>
<td>CTED - Counter-Terrorism Committee Executive Directorate (2)</td>
<td>IITA - International Institute of Tropical Agriculture (1)</td>
<td>UNDP - United Nations Development Programme (144)</td>
<td></td>
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<tr>
<td>DESA - Department of Economic and Social Affairs (18)</td>
<td>ILO - International Labour Organization (14)</td>
<td>UNFCA - Economic Commission for Africa (6)</td>
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<tr>
<td>DFS - Department of Field Support (9)</td>
<td>ILRI - International Livestock Research Institute (4)</td>
<td>UNEP - United Nations Environment Programme (22)</td>
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<tr>
<td>DGACM - Department for General Assembly and Conference Management (21)</td>
<td>IMF - International Monetary Fund (1)</td>
<td>UNESCO - United Nations Educational, Scientific and Cultural Organization (5)</td>
<td></td>
</tr>
<tr>
<td>DPA - Department of Political Affairs (11)</td>
<td>IOM - International Organization for Migration (9)</td>
<td>UNFPA - United Nations Population Fund (3)</td>
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<tr>
<td>DPI - Department of Public Information (12)</td>
<td>IPU - Inter-Parliamentary Union (1)</td>
<td>UNHCR - United Nations High Commissioner for Refugees (12)</td>
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<tr>
<td>DPKO - Department of Peacekeeping Operations (10)</td>
<td>IRENA - International Renewable Energy Agency (1)</td>
<td>UNICEF - United Nations Children’s Fund (59)</td>
<td></td>
</tr>
<tr>
<td>Department of Management (16)</td>
<td>ISDB - Islamic Development Bank (2)</td>
<td>UNITAR - United Nations Institute for Training and Research (3)</td>
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</table>
Lebanon
Lebanon - Logistics Coordinator - Tripoli
Job — Closing date: 29 Apr 2013 — Solidarités International

Mali
COORDINATEUR/TRICE DE PROJET, SPÉcialisé (E) DROITS DE L'ENFANT - MALI
Job — Closing date: 22 Mar 2013

United Kingdom of Great Britain and Northern Ireland
Research Officer – Development Progress
Job — Closing date: 24 Mar 2013 — Overseas Development Institute

United Kingdom of Great Britain and Northern Ireland
Global Logistics Advisor
Job — Closing date: 24 Mar 2013 — Merlin

South Sudan (Republic of)
South Sudan, Upper Nile State-Base Logistician-Maban
Job — Closing date: 29 Apr 2013 — Solidarités International
Target the right positions

Staff contracts:

- **Continuous** or Permanent Appointment (UN Secretariat UN’s National Competitive Recruitment Program)
- **Fixed-Term** Appointment, 3-5 year (staff and renewable)

Non-Staff Contracts:

- **Temporary Appointment**
  - 1-year (similar to staff position)
  - Non-renewable/break in service
- **Consultant Contracts**
  - 2-year non-renewable/break in service (WB ETC 1-2)
  - Short-term renewable (WB STC 150 days/year)

...Staff vs. Others: which is the difference?

- Benefit package (pension/relocation/family)
- Job security
- Rigorous selection process and criteria
UNICEF, UK

Global Programme and Partnerships Manager (9-12 month Maternity Cover)

- London
  £33,299 - £38,805
  Full Time Temporary
  Closing date: 13 March 2013

Temporary Data Analyst

- London
  £30,971 - £36,230
  Full Time Temporary
  Closing date: 13 March 2013
...at the right time

<table>
<thead>
<tr>
<th>Regular program: entry level professionals</th>
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<tbody>
<tr>
<td><strong>P-2 (UN)</strong></td>
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<tr>
<td><strong>GE (WB)</strong></td>
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<tr>
<td><strong>P-3 (UN)</strong></td>
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<td><strong>GF (WB)</strong></td>
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<tr>
<th>Professional programs</th>
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<tr>
<td><strong>JPA</strong></td>
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<td><strong>JPO</strong></td>
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<td><strong>IPP</strong></td>
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<tr>
<td><strong>YPP</strong></td>
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Program:

✓ Selected Candidates: 12 post-graduates (of which only 3 non-banking)
✓ Length of program: 23 months
✓ Rotations: Start and finish in London; five month in a field office; 3 six-month rotations

Requirements:

✓ Master’s degree or equivalent in a business-related field
✓ between one and three years’ relevant work experience (this may include internships)
✓ fluency in written and spoken English
✓ you must be a national of one of our shareholder countries
✓ an eagerness to work in any of our countries of operations
✓ a commitment to fostering open markets and sustainable economic growth across the regions we invest in

Please visit: www.ebrdjobs.com
Search jobs and sign-up for e-mail alerts

To search for vacancies and to sign-up for the e-mail alerts follow these easy steps:

1) **Think** about what you are looking for - be specific without being too restrictive
2) **Enter the criteria** in the form below and click "Search Job List"
3) **Check the results** on display. If you don’t get any results go back and try something different.
4) **Repeat** steps 2) and 3) until you are satisfied
5) Enter your e-mail on the results page (only after you confirmed that you get the kinds of vacancies you want)

Leave a field empty if you would like to include all values of the field.

**Organisation:**

- All organisation on UN Job List
- CTBTO
- FAO
- IAEA
- ICC
- IFAD
- ILO
- IMF
- INTRACEN
- OPCW
- UN
- UN CAC
- UN CS
- UN DAM
- UN DESA
- UN DFS
- UN DGACM
- UN DPA
- UN DPI
- UN DPKO
- UN ECLAC
- UN ESCAP
- UN ESCWA
- UN ICSC
- UN ICTY
- UN IDRO

**Duty station:**

Use any part of the duty station e.g. "Copenhagen" or "Denmark"

**Search for grade** (at least):  
**Search for grade** (up to):

<table>
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<tr>
<th>ICS</th>
<th>G</th>
<th>ICS</th>
<th>P</th>
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<tbody>
<tr>
<td>ICS-1</td>
<td>G1</td>
<td>ICS-8</td>
<td>P1</td>
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<tr>
<td>ICS-2</td>
<td>G2</td>
<td>ICS-9</td>
<td>P2</td>
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<tr>
<td>ICS-3</td>
<td>G3</td>
<td>ICS-10</td>
<td>P3</td>
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<tr>
<td>ICS-4</td>
<td>G4</td>
<td>ICS-11</td>
<td>P4</td>
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<tr>
<td>ICS-5</td>
<td>G5</td>
<td>ICS-12</td>
<td>P5</td>
</tr>
<tr>
<td>ICS-6</td>
<td>G6</td>
<td>ICS-13</td>
<td>D1/P6</td>
</tr>
<tr>
<td>ICS-7</td>
<td>G7</td>
<td>ICS-14</td>
<td>D2/P7</td>
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</table>

- Exclude open vacancies
- Exclude vacancies which were retrieved more than one month ago

**Keyword in Post Title:**
...target the “right” I.O.

Be aware of quotas for staff positions
- Target institutions/agencies where your nationality is under-represented – or at least not over-represented
- UN exam is open only to few nationality each year

Look for special programs
Nationality
- Junior Professional Programs for Afro-Descendants (WB)

Sector specific programs
- MIGA Professional Programs (providing political risk insurance, or guarantees): (2 years; under 35 year old -underwriting financial accounting and reporting; economics and risk management, including environmental and social risk mitigation)
- Legal Associates (WB) (1-2 year Legal Vice Presidency)
...be aware of the application process

- Read carefully the **job description** (to focus your letter to the right audience)
- Check if you have the **requirements** (required and desirable)
- Model your **CV** to the vacancy (give evidence that you meet the requirements; use the language the organization uses)
- Show your **accomplishments** (combination of your effort and teamwork)
- Write a convincing story in the **cover letter** (don’t re-write your CV, explain “why” you are the best fit)
- Chose **referees** that can talk about “you” (your supervisors/professors); send them CV and Vacancy in time!
- Organize a **mock interview** – train yourself!

III. Position Profile:

<table>
<thead>
<tr>
<th>The Reporting Intern ensures the production of timely reports for the Reporting Manager as well as the Country Director. He/she assists the Reporting Manager and the Country Director in developing internal and external country communication strategies. Under the supervision of the Reporting Manager, the reporting intern will:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Collect and synthesize data from the field, and draft reports in cooperation with project management, finance, monitoring and evaluation, and other field coordination departments</td>
</tr>
<tr>
<td>• Assist the Reporting Manager in developing project proposals, addressing ad hoc donor requests or catalysing action on specific projects or components of projects</td>
</tr>
<tr>
<td>• Liaise with external partners and represent ACTED in coordination and information meetings with NGOs, donors, and other humanitarian actors.</td>
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</tbody>
</table>

IV. Qualifications:

- Postgraduate diploma in Journalism, International Relations or a relevant field
- Previous related work experience, preferably in the humanitarian field w/knowledge of donor relations
- Advanced proficiency in written and spoken English
- Excellent writing and communication skills
- Ability to work efficiently under pressure

V. Conditions:

| Field Intern benefits include: a 300 USD per month living allowance, coverage of all accommodation, food, and travel costs, a luggage allowance of 50 kg., and the provision of medical, repatriation, and life insurance. |

How to apply:

VI. Submission of applications:

Please send, in English, your cover letter, CV, and three references to stages@acted.org Ref: RI/UGA/SA
Your CV must be... as “likeable” as YOU are!

<table>
<thead>
<tr>
<th>EXPERIENCE</th>
<th>Washington, DC</th>
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</thead>
<tbody>
<tr>
<td>The World Bank</td>
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</tr>
<tr>
<td><strong>Conflict &amp; Security Consultant (various units)</strong></td>
<td>November 2010 – present</td>
</tr>
<tr>
<td>• Currently writing a review of the links between ICT and violence prevention. <strong>The review will inform</strong> the Conflict and Fragility Summit in hosted by the Nairobi Conflict &amp; Development Hub in May 2013 (SDV)</td>
<td></td>
</tr>
<tr>
<td>• Provided analysis and written inputs for the Bank’s first Sourcebook on Security Sector Public Expenditure Reviews (PER), which will enable staff to conduct PERs of armed forces, police and criminal justice (SDV/PRMPS)</td>
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</tr>
<tr>
<td>• <strong>Independently executed</strong> a mission to Liberia to follow up on the security sector policy dialogue. Findings will inform the Bank’s security and justice programs in the country (SDV)</td>
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<tr>
<td>• Delivered a draft portfolio review of the Bank’s security sector lending, analysis and technical assistance (SDV)</td>
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<tr>
<td>• Evaluated conflict assessment tools for the Bank’s core course on conflict and fragility (OPCFC)</td>
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</tr>
<tr>
<td>• <strong>Wrote sections on</strong> the political economy and conflict drivers of South Sudan for a conflict analysis produced by the Africa Region to inform a community development project (AFTCS)</td>
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</tr>
<tr>
<td>• Oversaw day-to-day implementation of a US$ 2.7 million operation in Rwanda, provided technical support to the TTL, and participated in two supervision missions in-country (AFTCS)</td>
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<tr>
<td>• <strong>Worked closely with</strong> senior staff in WBI’s Fragile States Practice (WBIFC) in delivering a training course on Strategic Communication and Stakeholder Analysis</td>
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</tr>
</tbody>
</table>
Your CV must be... as “likeable” as YOU are!

**EDUCATION**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Location</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Johns Hopkins University</td>
<td>Washington, DC</td>
<td>May 2010</td>
</tr>
<tr>
<td>School of Advanced International Studies (SAIS)</td>
<td>Bologna, Italy</td>
<td></td>
</tr>
<tr>
<td>Master of Arts, International Relations</td>
<td>May 2010</td>
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</tr>
<tr>
<td>• Concentrations: Strategic Studies, International Economics</td>
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<td></td>
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<tr>
<td>• <strong>Capstone course</strong>: Combating the Financing of Transnational Threats. Topics include the funding sources of rebel groups, the means to transfer illicit funds and international responses to money laundering. Final paper: <em>Tackling Threat Finance: An Intelligence-Driven Model for Private Sector Due Diligence</em></td>
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<tr>
<td>• <strong>Other selected coursework</strong>: Strategy and Policy, Net Assessment, Diplomatic Disasters, Advanced Monetary Economics</td>
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<tr>
<td>• Published editorials about European politics on “Next Europe,” a blog hosted by <em>The Washington Post</em> (2008-2009)</td>
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</tr>
<tr>
<td>Macalester College</td>
<td>Saint Paul, MN</td>
<td>May 2008</td>
</tr>
<tr>
<td>Bachelor of Arts, International Studies</td>
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<tr>
<td>• Graduated <em>Cum Laude</em>. Honors Thesis: <em>Promoting Democracy: American and European Thinking and Strategies</em></td>
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</tr>
<tr>
<td>• Maastricht University, The Netherlands (January-June 2007)</td>
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**ADDITIONAL INFORMATION**

- **Other Assignments:** Representation of Romania to the EU, Brussels (2009); U.S. Commercial Service in Romania, Bucharest (2008); Permanent Mission of Romania to the United Nations, New York (2006)
- **Other Languages:** Romanian (native), French (fluent), Italian (fair), Spanish (basic)
Take your risks and (some) rewards will follow

“Take selected coursework to build a regional specialization”
- highlight these classes in your CV
- write a short paper/article that you can share with a perspective employer
- Learn the main language of the selected region

“It is not a complete catastrophe” (crisis are job opportunities)
- if you want/can do the job... go there (humanitarian, NGOs, UN specialized agencies)
  - (e.g. ~70 positions created by WFP in Sudan in 2003-5)

“Don’t follow (only) your heart, follow Donor’s money”
- well-financed large scale operations offer lots of short-term contracts, not so much in the long-run
  - (e.g. Haiti, large scale natural disasters)

Not all is equal.. there is “field and field”
- some positions are tough: understand your limits
  - (e.g. Gaza P3 position)
Good Luck!

iride.ceccacci@gmail.com