

International Professional Positions (D and P level) – Staff members in the professional and higher categories (P and D) are normally recruited internationally. They are expected to serve at different duty stations throughout their career with the Organization.

The positions in the professional category (P1, P2, P3, P4 and P5) require different levels of expertise in substantive/thematic areas, analytical and communication skills. The positions at the P4 and P5 levels may also require strong managerial skills.

The positions at the Director level (D1 and D2) provide intellectual, strategic and managerial leadership and responsible for political, advocacy, strategic partnership, resource mobilization and representation activities for the organization.

National Professional Officers (NPO) – Staff members in the National Professional Officer category are subject to local recruitment and must be domiciles/citizens of the country where the duty station is located. The positions in the NPO category (NOA, NOB, NOC and NOD) normally require national knowledge and expertise and often fluency in national language. The positions will also require different levels of expertise in substantive/thematic areas, analytical and communication skills. The positions at **the NOC and NOD levels may also require strong managerial skills.**

Basic requirements for International Professional Positions (D and P level) and National Professional Officers (NPO):

Education: Master’s degree or equivalent in related discipline. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree for some positions.

Experience:

P1/NOA - No work experience required

P2/NOB - Minimum of 2 years of relevant work experience

P3/NOC - Minimum of 5 years of relevant work experience

P4/NOD - Minimum of 7 years of relevant work experience

P5 - Minimum of 10 years of relevant work experience

D1 - Minimum of 15 years of relevant work experience

D2 - More than 15 years of relevant work experience

Languages: Fluency in English language. Depending on the duty station knowledge of a 2nd UN language (French, Spanish, Arabic, Chinese or Russian) may be required.

General Service Positions (GS) - Staff members in the General Service category are subject to local recruitment and must be domiciles/citizens of the country where the duty station is located or have a valid work permit. The positions in the GS category (G1, G2, G3, G4, G5, G6 and G7) require different levels of experience and skills in providing general administrative, secretarial, clerical or programme support.

Basic requirements for General Service Positions:

Education: Completion of secondary (high school) education is a requirement.

Experience:

G1 - No work experience required

G2 - Minimum of 2 years of relevant work experience

G3 - Minimum of 3 years of relevant work experience

G4 - Minimum of 4 years of relevant work experience

G5 - Minimum of 5 years of relevant work experience

G6 - Minimum of 6 years of relevant work experience

G7 - Minimum of 7 years of relevant work experience

Languages: Fluency in English language. Depending on the duty station knowledge of a 2nd UN language (French, Spanish, Arabic, Chinese or Russian) may be required.

NOTE: Staff in International Professional, National Officer and General Service categories may be offered Fixed-Term or Temporary Appointments depending on the type of the position, programmatic need and the funding.

A fixed-term appointment is a time-limited appointment usually for 1-year renewable subject to the needs of the organization, funding and positive performance. Fixed-term appointments do not carry any expectancy of renewal.

Temporary appointments are time-limited appointments issued for less than one year to meet specific short-term requirements. Staff members recruited under a temporary appointment modality receive full salary but slightly reduced benefits.

Consultant/Individual Contractors – Consultants/individual contractors are non-staff personnel engaged by the organization to provide expertise, advisory services, skills or knowledge for the performance of a specific task or piece of work for a limited period of time. Depending on the scope of work and the need of the office, the consultants/individual contractors can be hired locally or internationally.

The requirements for the consultants/individual contractors will depend on the scope of work and level of responsibilities.

Service Contractors – Service contractors are non-staff personnel hired to support execution of the project activities of implementing partners or provide non-core support services in the Regional of Country Offices that would normally be outsourced, e.g. IT, security, custodial service. The service contractors must be domiciles/citizens of the country where the duty station is located or have a valid work permit. The Service Contracts (SB1, SB2, SB3, SB4 and SB5) require different levels of experience and skills ranging from clerical support to high level analytical and advisory expertise depending on the level and scope of responsibilities.

Basic requirements for Service Contractors:

SB1 representing work in the custodial, maintenance, security, driving and messenger areas; this would be considered mechanical and physical operations;

SB2 representing work of a more basic processing support nature covering clerical, secretarial, certain technical functions; this work requires appropriate educational background and relevant work experience;

SB3 representing work of a specialized and comprehensive support nature progressing to integrated execution at the higher level; this work requires appropriate educational background and relevant work experience;

SB4 representing work of an analytical nature requiring basic conceptual comprehension; this work requires appropriate educational background and relevant work experience;

SB5 representing work of a conceptual, analytical and advisory nature at the higher professional level related to development, humanitarian and emergency project work that require substantive innovation and may involve some functions that are supervisory in nature to oversee project activities. Qualifications at this level include a postgraduate degree and relevant experience commensurate with the job.

Junior Professional Officers (JPO) - The [Junior Professional Officers Programme \(JPO Programme\)](#), is a multilateral cooperation initiative sponsored by the governments of several developed countries. The purpose of the JPO Programme is to enable participating countries' young citizens to pursue an international career and to assist the international organizations by providing them with talented and enthusiastic young professionals. JPO positions are normally recruited internationally at the P1 or P2 level. JPOs are usually nationals of Donor countries, however some Donors also finance nationals of developing countries.

Basic requirements for Junior Professional Officers (JPO):

Usually be under 32 years of age;

Education: Master's degree (or equivalent) in a development-related discipline;

Experience: A minimum of two years of paid working experience in a relevant field, preferably in a developing country

Languages: Fluency in English language. Depending on the duty station knowledge of a 2nd UN language (French, Spanish, Arabic, Chinese or Russian) may be required.

United Nations Volunteers (UNV) - The United Nations Volunteer (UNV) programme is working together with UN Women to support our efforts to achieve gender equality and empower all women and girls by 2030. The UNV programme contributes to gender equality through volunteerism worldwide, integrating qualified, highly motivated and well supported UN Volunteers into development programme and through promoting the value and global recognition of volunteerism. If you are interested in learning more about the UNV programme and the opportunities that are currently available, please visit the [UN Volunteers website](#).

Internships - The UN Women Internship Programme offers outstanding students the opportunity to acquire direct exposure to UN Women's work in areas such as strategic partnership, communications, advocacy, policy, evaluation, human resources, programme planning, research and data, finance, and ICT. Internship assignments vary greatly in terms of content. They may have a country-specific, regional, sectoral, or thematic focus. Most interns support the design, implementation and evaluation of UN Women projects and will learn about the work of gender and humanitarian action in an international environment.

Internships are offered depending on the availability of meaningful assignments and the needs and capacity of units/offices to receive and supervise interns.

Eligibility requirements

- You must be enrolled in a master's, post-master's or doctorate programme, or be in the final year of a first university degree programme (bachelor's level or equivalent).
- If you have recently graduated from university, you must be able to commence the internship within one year of graduation.

Duration of internship

- Internships range from a minimum of two months to a maximum of six months, according to the availability and academic requirements of the intern, as well as the needs of UN Women.
- Assignments are available on a part-time and full-time basis throughout the year.

Financial aspects

- UN Women interns do not receive a salary or any other form of remuneration from UN Women. All costs related to travel, insurance, accommodation, and living expenses must be borne by either you or your sponsoring institution.
- You will be responsible for obtaining and financing the necessary visas.

For more information, please see [United Nations internship programme policy](#).

Talent Pools – the content will be developed based on the specific need.