Benefits that UNDP provides

UNDP’s strengths is its staff. We care for our staff and we provide maximum benefits for balancing work and life. Here are some of them:

- Flexible working arrangements if needed (flexi-time, compressed working schedule, telecommuting), temporary part-time employment
- 16 weeks maternity leave, 4 weeks paternity leave
- Breastfeeding time off
- 5% learning time per week and both online and face to face learning opportunities
- 2.5 days annual leave per each working month
- Up to 7 days uncertified sick leave per calendar year
- Up to 2 months paid certified sick leave
- Insurance for you and for your family

UNDP is a great employer

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United Nations Development Programme (UNDP) in Somalia is expanding its office in Mogadishu and is looking for qualified staff members to join its versatile team. UNDP is committed to equal opportunities for women and men but currently has a majority of male staff members. So this brochure aims to attract more candidates, to promote the benefits of UNDP and to explain process of recruitment to help you be a successful candidate. We hope you will join our team!

UNDP SOMALIA WAXAY RAADINAYSAAN SHAAQALE

Haddii
-aad rabtid in aad umadda isbedel u horseed
-aad jecehahay in aad ku naalooto koboc aqoon-eed oo joogto ah
-aad danaynayo shaqo leh ikhtiyaar iyo xoriyado shakhshi ah oo xilkaasimoo ku dheehantahay.
Hodoba, ka dalbo shaqooyinka UNDP barten: jobs.undp.org
Faa’idooyinka kale eed UNDP ka helaysa waxa ka mid ah:

-16 usbuuc oo fasax ah marka hooyadu umusho;
4 usbuuc oo fasax ah marka aababa ilmo udhasho
-Saadaco fasax ah xilliga hooyadu nuujinayo
Usbuuc kasta waxad aad fursad haysataa 2 saacadood si aad u korodhso waxbarashadaada
-2 maalmood iyo galin fasax ah bilkasta oo aad shaqayso
-ilaa 7 maalmood oo fasax-xanuuneeed ah sanadkiiba oo aan caddayn dhaqatar kaaga baahnayn
-qofka la caddeeyo in uu xanuunsanayo/jirnayahay, waxa uu xaq uleyeyahay 2 bilood oo fasax ah mushaharna wata
-Caymis adiga iyo qoyskaaga ah

Haweenka iyo Waalidka ubadka leh waxa si gaar ah loogu dhiirrigalina-yaa in ay soo caiduuna jagooyinka UNDP

UNDP SOMALIA IS HIRING NOW!

If

- you want to make a difference for ordinary people
- you enjoy life-long learning
- work&life balance is important for you, then apply through jobs.undp.org

We highly encourage qualified women, parents with children to apply
Recruitment Process in UNDP

Step 1 – Finding the job for you!
UNDP Somalia has regularly new job openings posted for a short time, so check the website frequently. All positions are posted here:

jobs.undp.org

The job description that you find on the website is also called the ‘Terms of Reference’ or ‘TOR’. Get familiar with this terminology, as it shows you are informed and prepared. The TOR is critical to the success of your application and will be your guide when you apply for a UN job.

Before you apply for any job, go directly to the Qualifications section of the TOR. If you do not have the experience or education listed here, you cannot be considered. Don’t waste your time applying for the wrong position – instead, wait for another job that you do qualify for to appear on the website.

Which job is right for me?
Ask yourself these questions before searching for TORs:

- What areas do I naturally excel in?
- Do I have strong writing skills?
- Have I always worked well with numbers?
- Do I communicate easily with others or work better on my own?

What areas do I have experience in?
- I have worked with a similar project, for example...
- I have a relevant university degree
- I have worked in a similar role, namely…

If your education, working experience and language requirements match those in advertisement, then proceed to step 2.

Step 2 – Applying for your job
When you first apply for any job, you will be required to complete the online application and a ‘P11’ form only. It is very important that you pay attention to all the details of the application and P11 form – this will take lots of time! Make sure you set aside enough time to complete both with the attention required.

How to write a good application:
- Don’t write everything you know - focus on those of your skills and achievements that relate to the TOR
- Do not consider your volunteer/internship experience. Although unpaid work demonstrates your motivation, corporate policy does not allow us to consider this

How to fill the P11 form:
Forms are available through jobs.undp.org or here: www.sas.undp.org/Documents/P11_Personal_history_form.doc

- Review the P11 before you begin to fill it out, this will tell you what details are required of you
- Collect all necessary details for the P11 – most people must contact former employers, universities and reference persons for this information - start this process now
- Confirm the updated contact details of your 3 reference persons

If you fit the profile of a desirable candidate, you will be contacted by the Human Resource Unit – make sure to update UNDP if you change your email or phone number. Then you will proceed to Step 3.

Step 3 – Getting your job
A. written examination (not for all posts)
Some positions require you to take a written examination. It is usually a set of questions to be completed within a limited period of time (1-2 hrs) in all languages that ToR requires. Review your technical skills. Be calm. Don’t be late.

If your written examination is successful, your documents will be examined closely. Be ready to provide prompt clarification via email. Afterwards you will be invited to interview.

B. interview
UNDP uses Competency Based Interviews. Your interviewers will want to know what you have done in your previous jobs that prove you have the necessary experience for this job.

How to prepare for your interview:
- Identify and practice describing an experience for each competency listed in the TOR.
- Formulate your experience as “CAR”:
  * Context: Describe the situation, include organization name and your title
  * Action: Describe what you did
  * Result: Describe the result of your action
- Also mention what you learned - both from your successes and failures
- Don’t be late, be calm and good luck!
- More inspiration: www.interview-skills.co.uk

All documents needed for submission:
- A hand signed copy of the P11
- A copy of your academic certificates
- Proof of your Somali nationality (birth certificate or passport copy)
- Three written recommendations/performances assessments from previous employers (especially UN agencies)