

The background of the page is a light blue grid of small dots. Overlaid on this grid are several rectangular areas with a slightly different dot pattern, creating a layered effect. At the top and bottom of the page, there are horizontal lines, some solid and some dotted, suggesting a document or form.

8–9 September 2010

**Writing job applications and preparing for job interviews
with UN agencies**

A two-day workshop on how to prepare a written Personal History Profile (PHP) suitable for the UN organisations and on competency based interview (CBI) techniques for interviewees

Applying to UN Organisations

Are you considering applying for a position with a UN agency? Or are you already preparing for an interview with a UN agency? If so, this workshop is a must. *cinfo* has conceptualized the workshop together with an experienced career development trainer to improve the chances of Swiss candidates applying successfully to UN positions, and to assist individuals in view of upcoming recruiting missions of UN agencies to Switzerland.

The workshop will familiarize you

- With the most commonly used UN systems for presenting a personal history and make you aware of mistakes to avoid
- With the concept of competency based interviews – a technique that is now commonly used by many UN agencies (and increasingly by other organisations) to better identify the candidates with the right experience and skill sets. Competency-based interview techniques are also sometimes called «behavioural» or «evidence based». Understanding the principles of this technique will help you to present your qualifications and competencies in an effective and convincing manner.

Target group

The workshop is designed for individuals with a Masters degree in a field relevant to international development, rural/ community development, engineering, economics or program or operation management such as finance, logistics or procurement. Candidates must have a minimum of 3 years of relevant working experience at national and international level and an interest in working within the UN system.

Workshop objectives

By the end of the workshop, participants will know how to:

- a) Be aware of the most commonly used UN systems for presenting a personal history profile (PHP)
- b) Understand the importance of knowing themselves when building their personal history profile (PHP)
- c) Recognize the importance of understanding the position in order to prepare an effective PHP/resume
- d) Know and apply the steps to effectively present their qualifications and highlight their competencies and talents
- e) Be able to target their personal history profile and cover letter to the specific job for which they are applying
- f) Be aware of mistakes to avoid when preparing personal history profiles
- g) Be aware of some of the most commonly used UN application forms

- h) Properly prepare for a competency based job interview
- i) Develop a clear understanding of what the hiring manager is looking for
- j) Conduct themselves in the interview by telling the hiring manager what s/he wants to know about their competencies, skills and experience
- k) Provide «behavioral answers» to interview questions, and respond competently to commonly asked and difficult questions
- l) Display a positive attitude throughout the job interview process

Facilitation Liz Tayfun, trainer in communication and career development
Nina Prochazka, Lisa Isler, *cinfo*

Accommodation If necessary, *cinfo* will book a hotel room for you in Bienne.

Dates 8–9 September 2010

Please Note Participants of the workshop will have to do preparation work individually at home prior to the workshop. Additionally, *cinfo* recommends that participants attend an introductory workshop which works more deeply on identifying individual competencies, skills and achievements. Currently, *cinfo* offers courses in German and French «Kompetenzenbilanz/Bilan de compétences».

Location *cinfo*, rue Centrale 121, Bienne

Costs For participants working with an organisation of the *cinfo* foundation, and who are entitled to the «mandat de prestations/Leistungspaket», *cinfo* will cover all expenses (training fee, transport, accomodation).
For participants working at headquarters, with an organisation of the *cinfo* foundation, *cinfo* will cover the training fees, but transport, supper and accommodation are at participants' charge.
For participants working with another organisation, the cost of the workshop is CHF 400.–.

In case of cancellation within two weeks before the workshop, 50% of costs remain at participant's charge (even for those who are entitled to the «mandat de prestations/Leistungspaket»).

Language English

Registration Please register online on www.cinfo.ch (→ workshops) and submit your registration form at least three weeks before the workshop.
You will receive a confirmation.

14. – 15.1.	Sécurité personnelle et stress
15. – 16.3.	sur le terrain
12. – 13.7.	Persönliche Sicherheit und Stress
29. – 30.9.	im Einsatz
8. – 9.11.	
19.1. (English)	Tropenaufenthalt und Gesundheit
28.4. (Deutsch)	
1.6. (English)	
14.9. (English)	
12.11. (Deutsch)	
28.5.	Living and working in contexts
8.10.	impacted by HIV/AIDS
30.6. – 2.7.	Managing Conflicts in International
	Cooperation
30. – 31.8.	The Art of Intercultural
	Collaboration
20. – 22.10.	Multicultural Teambuilding in
	International Cooperation
2. – 3.9.	Recruiting across cultures
22. – 23.3. & 15.4.	Bilan de compétences
11. – 12. & 25.10.	
8. – 10.2.	Kompetenzenbilanz und Laufbahn-
25. – 27.8.	orientierung
8. – 9.9.	Applying to UN Organisations

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