

Applying to International Organisations



Dates

24–25 September 2012

A two-day workshop on how to prepare effective written applications for various international organisations, UN agencies and international development banks, and on competency-based interview techniques for interviewees.

Objectives

During the workshop you will:

- Familiarise yourself with the most commonly used systems for applications to international organisations
- Become aware of mistakes to avoid when preparing applications
- Learn how to prepare for a competency-based interview
- Construct competency-based (behavioural) answers to commonly-asked and difficult questions
- Practice presenting yourself at interview – whether in person or by phone

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 programme 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 or international development banks.

Content

- Determining individual skills, competencies, achievements
- Analysing vacancy announcements
- Preparing personal history profiles, resumes, cover notes
- Considering tips and techniques for effective applications and for face-to-face and phone interviews
- Understanding the rationale for competency-base interviewing and practicing interviews

Methodology

Presentations and inputs, discussions, group and individual exercises

Language

English

Facilitation

Liz Tayfun, consultant; Nina Prochazka, *cinfo*

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