



UNHCR International Professional Roster

1. UNHCR has established an International Professional Roster as a means for the Office to ensure that entry level international positions (P-2, P-3 and, on an exceptional basis, P-4) are filled in a timely manner with a professionally qualified, gender balanced, geographically diverse, linguistically able and highly motivated corps of professionals.

Profile requirements for applicants to the Roster

2. Applicants to the Roster must be prepared to serve on posts in field locations, especially in category D and E (hardship and/or non-family) duty stations. Preferably, the first appointment should be outside the continent of the candidate's nationality. All UNHCR international professional staff members are required to rotate.

The anticipated staffing requirements show an identifiable need for Roster candidates for P-2 and P-3 posts with the following functional profiles. Detailed information can be found when you click on [standard job profiles](#) .

- Administration Officers
 - Community Services Officers
 - External Relations Officers
 - Field Security Advisors
 - Finance Officers
 - Finance (Project Control) Officers
 - Human Resources Officers
 - Information Technology Officers
 - Programme Officers
 - Protection Officers
 - Public Information Officers
 - Supply and Transport Officers (logistics, procurement, inventory management)
 - Telecommunications Officers
3. Candidates for the Roster must possess a university degree (i.e. BA/BSc, LLB etc.) or an advanced university degree (i.e., LLM, MA, MBA, MSc, PhD) preferably in International Relations, International Public or Private Law, Finance, Accounting, Public Administration, Social Work, Communications, Journalism, Political Science or Social Sciences, Economics, Engineering, Management, Supply Chain, Transport and Logistics.
 4. Candidates must have a minimum number of years of relevant professional work experience, preferably in the international context, in their area of qualification. Relevant professional work experience will be based on the period the applicant has worked in the area of his or her preferred functional profile. All candidates will be graded based on the following standard recruitment criteria:
 - P-2 University degree plus 4 years of relevant professional work experience; or Advanced University degree plus 2 years of relevant professional work experience.
 - P-3 University degree plus 8 years of relevant professional work experience; or Advanced University degree plus 6 years of relevant professional work experience.

- P-4 University degree plus 12 years of relevant professional work experience; or
Advanced University degree plus 10 years of relevant professional work experience.
5. Candidates for finance posts must have passed the United Nations Finance Examination. The cost of participation is approx US\$400. Further details can be found in the following website (www.un.org/Depts/OHRM/examin/exam.htm).
 6. Qualified applicants in one or more functional areas (i.e., protection, community services, programme and supply) could also be considered for generic Field Officer posts.
 7. In order to broaden the opportunities for candidates to rotate in different regions and to respond to actual professional recruitment needs, interested applicants are required to have a demonstrated working knowledge of English and are encouraged to have knowledge of a second UN language. A working knowledge is demonstrated by passing the UN or other accredited language proficiency exams, having achieved the university qualification in the language, or having served effectively using the language in a country where it is the official working language. Applicants who do not have the second UN language must demonstrate a commitment to learning one through enrolment in a language learning programme in order to be considered for the Roster.
 8. Every effort to maintain gender parity will be made. Therefore, women are encouraged to apply.
 9. Applicants to the Roster, if selected for a post, must be prepared to take up their assignments within 3 months. However, United Nations Volunteers and others with current assignments with UNHCR are expected to first complete those assignments.

Timetable for administering the Roster

10. The Division of Human Resources Management in UNHCR is responsible for administration of the Roster. After a review of the files, applicants who are retained at the first stage of the process will be informed accordingly. Due to the large number of applications, we are unfortunately not able to respond to applicants not retained.
 11. Retained applicants to the Roster will be invited to take an Entry Test approximately 3-4 weeks from receiving confirmation of their retention, and will be provided with information regarding the timing and administration of the test. This essay-based test will gauge the analytical skills, as well as the awareness of the international environment, knowledge of the United Nations and refugee affairs, command of English, and computer literacy.
 12. Those applicants who successfully pass the test will be informed accordingly. They may thereafter expect to be invited, at regular intervals, to express interest in specific vacancies or short-term assignments. Candidates who do not respond positively to three invitations will be removed from the roster. So too will those who express interest in posts and are subsequently appointed but refuse to take up the offer. Roster candidates who are not appointed to posts as a result of expressed interest will remain on the Roster for one year. After one year, they will be requested to reconfirm their interest to remain on the Roster and to update personal details including additional work experience and qualifications.
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