Formula for Creating a Job Posting

Overview

A job posting must convey the importance and allure of the position as well as the competencies and experience expected of its incumbent. It should be free of jargon and technical terms that obscure the most attractive aspects of the job. If well written, the job posting should facilitate screening and assessment. Likewise, the information contained in the job posting and essential requirements from the generic job profile must be transposed into the evaluation criteria that are used as the plain-English gauge for suitability. It should not be a copy of the generic job profile or the individually classified job description but an extract tailored to the responsibilities and criteria for the position(s) advertised.

Creating a Job Posting

The job posting should reflect the relevant occupational group for the position to be advertised on the Careers Portal for Job Network->Job Family->GJP->Job Code relationships. There are 8 Job Networks and 36 Job Families related to these Networks. Please work with your recruiter to ensure your job code will reflect in the appropriate job network if you are unsure.

A good, well-written job opening will have:

1. An opening statement on the position, which captures applicants' attention. The first few lines are interesting, engaging and actively sell the position.
2. Sentences that are short and to the point, providing enough information to interest applicants but not to overload them.
3. Words that are not difficult to understand. Points are made using as few words as possible.
4. Some white space and should not appear cramped.

In more detail, a well-written job opening will highlight the:

- Posting Title
- Organizational Setting
- Responsibilities
- Competencies
- Education
- Work Experience
- Languages
- United Nations Considerations
- Assessment Methods
- Special Notice, if applicable
Posting Title

Change the posting title if necessary to better capture the position’s actual functions in a particular office. Do not include the position’s category and level in the posting title, they will be added automatically.

Organizational Setting and Reporting Line

In no more than three lines identify the department (This position is located in the…) and briefly explain the unit’s mandate and reporting line for the position. For offices with websites, provide URL for applicants to find more information.

Responsibilities

Chosen from the GJP or approved job opening published within a year and tailored (up to 30%) to convey the importance and allure of the position along with the competencies and experience expected of its incumbent.

1

The section should start with the following text: “Within delegated authority, the incumbent will be responsible for the following functions:”

2

Provide seven (7) main tasks and duties of the position which should be attractive and clear to understand for potential applicants. Being each phrase with words such as:
- Contribute
- Participate
- Develop
- Perform

These are consistent with wording in the GJP for the level and function.

3

Use item 8 for: “Performs other related work as required.”

Remember!
- Number each sentence
- Keep them short and to the point
- Keep sufficient white space between each item
Competencies

1. General Service and related category:
   a. For positions up to and including the G-6 level, the three most relevant competencies, one of which is Professionalism, are included in the evaluation criteria.
   b. For positions at the G-7 level, the three most relevant competencies, one of which is Professionalism, plus one managerial competency for positions with managerial functions are included in the evaluation criteria.

2. For positions at the Professional and higher levels, the three most relevant competencies, are stated, plus two managerial competencies for managerial positions. The same number of competencies shall be listed in the published job opening.

Work Experience

The work experience requirement reflects the minimum amount of work experience required for the position. If you selected a GJP or approved job opening, these fields will be pre-populated.

Languages

The Hiring Manager is required to include the description for the language requirement for the particular position(s). The description for language requirements should generally be standard, but also tailored to the requirements depending on the requirements of the duty station where the position is located.
For example, in locations that require fluency in only one language to carry out the functions, one of the following standard phrases is recommended:

“Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.”

or

“English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written English is required. Knowledge of a second official United Nations language is an advantage.”

or

“English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written French is required. Knowledge of other official United Nations languages is desirable.”

or

“English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, knowledge of Spanish is desirable.”

**Assessment Method**

The following text must be included in the job opening.

“Evaluation of qualified applicants may include an assessment exercise which may be followed by a competency-based interview.”

Information on assessment exercise can be found in HM No. 3 Building Meaningful Assessment Exercises - At a Glance.

**Special Notice**

Some positions have special attributes attached to them, for example, that funding may only be available for a certain period of time, as is often the case for project personnel, or that recruitment is effected on a local basis, as is the case for positions in the General Service and related categories. Where applicable, job openings should contain a disclaimer making reference to such special conditions.

The text is available by selecting ‘All Optional Phrases’ from the Description ID list. In consultation with your Executive Office, please include the necessary phrase(s). Below are some samples of the text available for selection:

“Staff Members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all Staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.”

“This vacancy is subject to availability of post. Staff members of the United Nations Secretariat must fulfil the lateral move requirements to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral moves in their Personal History Profile (PHP) and cover note.”

“Appointment of the successful candidate on this position will be limited to the initial funding of the post. Further extension is subject to budgetary approval.”

“This job opening is issued for roster purposes.”
Screening Questions

Ten to 15 questions will be associated with each job opening and will be a benchmark for eligibility. The questions must be related to the responsibilities of the position, the experience and professionalism required to undertake the functions, as reflected in the posting.

These questions are selected under the Evaluation Criteria.

For all job openings based on a GJP - GJP questions of experience is required and must be eliminatory.

Tips on Searching for Questions

- When selecting a Keyword, the keywords listed are associated to the type of question you are looking for, for example, selecting Eligibility will retrieve questions about eligibility for the selected Job Network and Job Family.

- If your search returns no results, this means the question you are looking for applies to all job openings. Remove the Category and Level selections to see all general questions for the selected Job Network and Job Family.

Eligibility Requirements
Include questions related to eligibility requirements

Level of Experience
Include questions covering requirements on depth and breadth of experience

GJP and Level Related Question
For each job opening, there is a specific question related to GJP and Level which should be used in the posting as the first question

Knowledge and Skills
Include questions on substantive knowledge, skills and abilities conveyed in "Professionalism". For example; Programme, Coordination, Planning, Partnership
In this series...

Below is a list of guides that are part of the Hiring Manager series:

- HM No. 1 - How to Create a Job Opening - At a Glance
- HM No. 2 - Formula for Creating a Job Posting - At a Glance
- HM No. 3 - Building Meaningful Assessment Exercises - At a Glance
- HM No. 4 - Evaluating Applicants - At a Glance

References

The following documents provide additional information:

- ST/AI/2010/3 of 21 April 2010 on the staff selection system
- Instructional Manual for the Hiring Manager on the Staff Selection System

Need Help?

For policy enquiries and technical help, simply click on “Contact Us” in the UN Careers portal (http://careers.un.org) and complete the online request form. Your request will automatically be assigned a case number for easy reference and tracking.

You can also click on “Contact Us” anywhere in Inspira (https://inspira.un.org) to complete the online request form. Your request will automatically be assigned a case number for easy reference and tracking.

To better assist you, make sure your request always includes:

- Your index number,
- Your UN email address and
- In the event that you are reporting a technical problem, the steps leading to this problem and one or more screenshots of the error/warning message and of the page on which it appeared.

For staff members who wish to find information (FAQs, information sheets, etc.) on staffing and research a particular topic, please visit the it’s for real! website on the human resources Talent Management framework (https://itsforreal.un.org/). This feature is only available through the intranet.