



About Peacekeeping

Peacekeeping is a calling that demands both personal dedication and sacrifice. Service in the cause of peace offers real opportunities to help peoples and countries recover from conflict, rebuild their societies, and enjoy the benefits of peace.

United Nations peace operations offer opportunities to make a difference, both in the world and in your own life. Working and living conditions in the field vary. If you serve in a peacekeeping or political mission, or in a humanitarian field operation, the country or region that you work and live in is likely to be emerging from conflict or an emergency situation where the conditions are more arduous; the infrastructure is weak and electricity and clean water are often in short supply. In addition, most peacekeeping, political or humanitarian missions are categorized as "non-family" duty stations, and therefore family members are unable to join the staff member at the relevant location.



Administration

The Administration Occupational Group is part of the Administration Job Family and Management and Operations Support Job Network. Nearly 1,000 administrators work across various functions in field operations worldwide. Positions range from the Chief or Director of Mission Support who acts in a Chief Administrative Officer capacity and serves as the principal adviser on all matters pertaining to administrative and technical support. Other career options include Administrative Officers who advise on UN regulations, ensure compliance and provide guidance to more junior staff; and Administrative Assistants who oversee a wide range of support functions.



Nature of our Work

Staff working in Administration will have well-rounded knowledge of administrative, budgetary, financial and human resources policies and procedures. Administrative staff members are experienced generalists who work across various functions including human resources management, budget & finance, and a range of other related tasks. Administrators apply administrative rules and regulations and are equipped with excellent analytical skills in conducting research and issuing substantive reports.



Working in the Field

United Nations peacekeeping and political missions have evolved over time to respond to different conflicts and changing political landscapes. Civilian peacekeepers work as administrators and engineers, police officers and legal experts, economists and electoral observers, specialists in civil affairs and gender, as well as experts in information technology and public information among other specialized functions. International positions have two categories, Professional and Higher and Field Service, which are distinguished by levels of responsibility as well as education and work experience requirements.



Gender

The United Nations fosters gender equality and encourages applications from suitably qualified and experienced women across the full range of career opportunities particularly in the more "non-traditional" field careers such as Aviation, Logistics or Engineering.



Education

An advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law or related area is required for positions in the Professional and Higher category. A first-level university degree in combination with two (2) years of relevant experience may be accepted in lieu of the advanced university degree. For positions in the Field Service category, a High School or equivalent diploma is required. Technical or vocational certificate in business or public administration, finance, human resources management, accounting or related area is required in addition to the specified experience. English and French are the working languages of the United Nations. Knowledge of a second official UN language is an advantage.



Related Careers


There are various career opportunities related to Administration, such as the following:

- Chief or Director of Mission Support
- Chief of Administrative Services
- Board of Inquiry Officer
- Conduct & Discipline Officer



Helpful Links

- careers.un.org
- inspira.un.org
- hr.un.org
- point.un.org



Sergey TOROPOV
Chief of Mission Support
Jerusalem

Present
Chief of Mission Support, UNTSO & UNSCO, Jerusalem

2014
Chief of Mission Support, OPCW-UN Joint Mission, Damascus

2013
Senior Support Officer, Integrated Operational Team, Africa II Division, New York

2008
Chief, Entebbe Support Base, Entebbe

2006
Chief, Property Management Unit, New York

2003
Deputy Chief, Liquidation Team, UNMIBH, Sarajevo

1999
Chief, Supply & Property Management Section, MONUA, Luanda

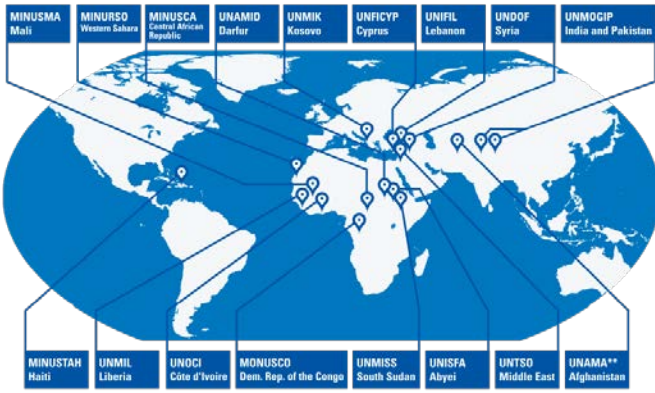
1998
Chief, Supply and Property Management Section, UNTAES, Vukovar



Global Workforce

Over time, the United Nations has increased its presence in locations all over the world. There are over 130 field offices, which include peacekeeping and political missions and humanitarian field operations, and they play an essential role in identifying, highlighting, and responding to emerging challenges. While the work may vary greatly, the one unifying factor is the opportunity to make a difference, both in the world and in your own life. Together with its partners, the UN is tasked with a variety of responsibilities, such as providing and coordinating humanitarian assistance; promoting and protecting human rights; promoting the wise stewardship of the global environment; assisting countries to combat the supply of illicit drugs, crime and corruption and; providing information on the Organization and its activities in the various locations in which it operates.

Missions Directed by the Department of Peacekeeping Operations*




UN Field Careers

Before you navigate through the existing job opportunities available online, we strongly advise that you read carefully the description of each current UN operation through the links to the mission website.

Please apply for the positions that best match your expertise, qualifications, experience and aspirations. The necessary education background/training, experience and skills to perform a specific job are explained in the qualification section of each vacancy announcement.

If you are interested in working for Peacekeeping Operations, please send your resume to Outreachforpeace@un.org and write "WRUD4P" in the subject line of your email.

* Source: Map No. 4259 Rev. 20(E), Cartographic Section, Department of Field Support, UNITED NATIONS, April 2014
** political mission
Disclaimer: due to the mobile and dynamic nature of field careers, profilees may not necessarily feature in their current positions.

What are you doing for peace?

Field Personnel Division,
United Nations
Department of Field Support

There is always a new challenge -
and it is my job to
find the best solutions
from a leadership perspective.



Sergey TOROPOV
Chief of Mission Support
Duty Station:
Jerusalem