



Seconded Military Recruitment Campaign – 2023 Phase 1

The workflow process

Serving the World



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Background on Secondment campaigns and process workflow



Background on Secondment Campaigns

- A Military “Secondment campaign” is normally conducted once or twice a year depending on available Job Openings (JOs)
- The nominated candidates:
 - must be in active Military Service
 - if selected, will be required to be officially seconded to the UN
- The usual period seconded military officers may serve in posts financed by the support account for peacekeeping operations requiring active military service, is 2 years **fixed term contract** which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.
- **Nominations of military officers who are currently on secondment to the UN will not be considered.**



Job Openings



Job Openings

- Job Openings (JOs) for the Military Campaign are advertised via a Note Verbale which is sent to all Permanent Missions.
- The Note Verbale is distributed by the **Office of Military Affairs** by:
 - E-mail to the generic email of all Permanent Missions in New York as listed in the UN Blue Book;
 - Email to the focal points in all Permanent Missions.
- JOs in English and French are circulated for 90 days.



Note Verbale

- Specifies:
 - deadline date for application
 - number of positions available
- Include:
 - Notification procedures
 - United Nations Personal History Profile (PHP), P-11
 - Employment and Academic Certification (Attachment to P-11)
 - Employment record (Supplementary Sheet)
 - Excel sheet to list the candidates nominated for each Job Opening (JO) to be submitted in Excel format
 - JOs in English and French
For senior posts only D1 and above, applications should include a copy of the national passport of the candidate and the following additional forms:
 - Pre-appointment Declaration of Interests for Senior Positions
 - UN Self-Attestation for Senior Positions



Submissions



Submission of nominated Candidates

- All nominated candidates must be submitted in one single submission via one Note Verbale in accordance with the deadline date of the JO.
- Each submission must contain:
 - the excel form “**2023 Phase 1 Seconded Military Recruitment Campaign Application Sheet List of Candidates by Permanent Missions**” duly completed, listing the names and ranks of all the nominated candidates for each JO.



Submission of Nominated Candidates (continuation)

- In addition, for each nominated candidate:
 - A United Nations Personal History Profile (PHP, Form P.11) and if needed an Employment record (Supplementary Sheet), duly completed and signed by the candidate
 - Employment and Academic Certification (Attachment to Personal History Profile (PHP, Form P.11), duly completed and signed by the candidate **and** certified by the relevant Local Authority of Member States indicating the candidate's graduation from required academic/military institution as well as his/her rank and commission date (for military officers).



Delivery and Receipt

- Submissions must be:

Emailed to omasecondmentrecruitment@un.org inbox

NOTE: No submissions are accepted via mail or fax.

- Upon electronic submission of the nomination(s), Permanent Missions will receive an automated email reply confirming receipt of the submission.



Screening & Shortlisting



Initial Screening

- For each submission by a Permanent Mission, **OMA Admin Team**:
 - checks that the JO is reflected on the excel sheet form titled **“2023 Phase 1 Seconded Military Recruitment Campaign -Application Sheet - List of Candidates by Permanent Missions”**
 - matches the information on the excel sheet form with the number of nominated candidates received from that Permanent Mission



Initial Screening (continuation)

- For each JO, the **Office of Military Affairs (OMA)** completes the following:
 - reviews the documentation for each nominated candidate to ensure that all the required forms are duly completed and signed, and that the Employment and Academic Certification is attached
 - records all information into **NOVA**, the HR system used to manage the **seconded** military recruitment campaign.
 - provides substantive offices with access to JOs and to candidates for the preliminary evaluation and short-listing



Preliminary Evaluation & Shortlisting

- Once hiring managers in DPO receive access to JOs and applicants they:
 - conduct a preliminary evaluation of the education, work experience and knowledge of languages of all nominees
 - determine the shortlists
 - Submit short-listed candidates to **OMA MILAD** for approval



Assessment & Selection



Substantive Assessment – written test

- Upon confirmation from **OMA MILAD** that the shortlisted candidates meet the required qualifications of the JOs, the hiring manager in **OMA** proceeds with the substantive assessment.
- Short-listed candidates will be approached directly for scheduling of written test, *if required*, and of an interview.
- Assessment Panels are normally composed of three members, with two **should be** subject matter experts **and one female**, at the same or higher level of the JO.



Substantive Assessment (continuation)

- Substantive assessment methods may include a technical test, a written exercise, a case study, a presentation, a simulation exercise, an essay exercise, or another exercise to measure a particular set of skills commensurate with the position, followed by a competency-based interview.
- Assessment exercises are conducted in strict confidence.
- Concerned Permanent Missions are required to confirm the availability of the candidates to participate and advise the candidates in advance.



Substantive Assessment - Competency-Based Interview

- Short-listed candidates are contacted directly to schedule an interview.
- Candidates are notified at least 5 working days in advance.
- The invitation includes the date and time and means of the interview (telephone, video conference, face-to-face).
- A separate presentation provides details on competency-based interviews and tips on how to prepare.



Recommendations

- Following the substantive assessment of the shortlisted candidates, **and OMA MILAD final approval, the** recommendations are submitted to the Executive Office of DPPA-DPO for implementation.
- Once a selection decision is made:
 - The official offer of appointment is sent to the candidate through the respective Permanent Mission.



Selection Decisions

- Selection decisions for each JO are approved by the Under-Secretary-General of DPO.
- Once a selection decision is made:
 - A fax is sent from Office of Military Adviser to the Permanent Mission, to notify them that their candidate was either recommended for selection, recommended for the roster for a period of one year, or was not successful.
 - The official offer of appointment is sent to the candidate from OHRM.
- At the end of a campaign, the Permanent Mission will be provided with the consolidated results for all JOs of their recommended candidates.



Successful Candidates



Terms of Appointments

- Effective from **2011 Phase 2, Seconded Military/Police Campaign** selected candidates:
 - are issued fixed-term appointments for a period of two years limited to service on posts financed by the support account for peacekeeping operations requiring active military service;
 - are considered external candidates when applying to other UN civilian JOs.
- Seconded officers who apply to civilian JOs at the professional level within the Organization must meet all academic and experience requirements as listed in the JO.



Background Checks

- Effective from **2011 Phase 2 Seconded Military and Police Campaign**:
 - background checks for selected candidates are not performed by OHRM – this information is now certified on the Employment and Academic Certification form by the relevant Local Authority of Member States.
 - all seconded officers who apply to civilian JOs at the professional level within the Organization will be subject to background checks on par with other applicants.



Communications



- Communication regarding a **Seconded Military Campaign** is done through the Permanent Missions only.
- Queries from **recommended** candidates are not entertained.
- For each **Seconded Military Campaign** the contact information of the key focal point in the **Office of Military Affairs** will be provided to Member States.

