

## APPLICATION INSTRUCTIONS FOR ECA EMPLOYMENT

Please provide all the information requested in these Guidelines. **INCOMPLETE OR LATE APPLICATIONS WILL NOT BE ACCEPTED.**

### A. Cover Letter (1 page limit)

1. Indicate the Vacancy Announcement number and the title of the position for which you are applying.
2. In a concise statement, describe why you consider yourself qualified for the particular position for which you are applying and match your background to the duties and responsibilities of the post and the specific requirements as stipulated in the Vacancy Announcement including professional experience, education and training, skills, and competencies.
3. In the last paragraph, indicate if any of your relatives (by blood or by marriage) are currently employed by a public international organization, including the UN. If so provide the name of the person(s), the relationship to you, and the name of the organization.
4. Also in the last paragraph, indicate any restrictions that should be taken into account in connection with your prospective employment with the UN.

### B. Curriculum Vitae (CV) or Resume (five page limit)

#### 1. Personal Data

- Name (First, Last, Middle initial) and Gender
- Mailing Address including city, state, country and postal code
- Telephone and fax numbers, including country and city code
- E-mail address
- Date of Birth
- Nationality (if more than one, list all)

#### 2. Education

- In reverse chronological order, list your degree(s) and diplomas, the major areas of study, the dates on which they were conferred and the names and locations of the institutions.
- In reverse chronological order, list other relevant training, the dates and the names and locations of the institutions.
- List credentials and certifications [i.e., Certified Public Accountant(CPA)].

#### 3. Professional Skills and Expertise

- List fields of expertise (i.e., Economics, Engineering, Human Resources, Finance, Auditing, Law)
- Indicate computer skills (both software and hardware).

#### 4. Relevant Work Experience

- In reverse chronological order, provide an overview of your full-time employment including dates, your title, employer, type of organization, location, major responsibilities, accomplishments, and beginning and ending salary.
- In reverse chronological order, provide an overview of your consulting and/or short-term including dates, your title, employer (note if UN-related), type of organization,

location, major responsibilities (note management/supervisory experience), accomplishments, and salary.

## 5. Publications

- Provide a list of relevant publications indicating title, type of publication (i.e., book, magazine, journal, thesis), your contribution (i.e., sole author, chapter contributor), and date of publication.

## 6. Languages

- For mother tongue, indicate level of proficiency for speaking, writing and reading (Fluent or Full Working Knowledge or Minimal Working Knowledge).
- For other languages, indicate level of proficiency for speaking, writing and reading (Fluent or Full Working Knowledge or Minimal Working Knowledge).

## 7. References

- List your last three supervisors and provide their current telephone and fax numbers, e-mail addresses, and mailing addresses.
- If self-employed, provide the names of three professional colleagues who know your work.
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## 8. Additional Requirements

- Ensure that the following statement is included and signed at the end of your CV/resume: "I certify that all information stated in this CV/resume is true and complete to the best of my knowledge. I authorize the United Nations to verify the information provided in this CV/resume."

## C. Instructions for Sending Applications

- All applications will be stored electronically. Therefore ***all cover letters and CV/resumes must be typed (by computer or by typewriter)***, using 12 point standard fonts, preferably Arial or Times New Roman, and avoiding shading.
  - Applications must be sent (preferably) by email to "ecarecruit@uneca.org" or by fax to (251-1) 51-8489. ***Applications received elsewhere or by third parties will not be accepted.***
  - If sending electronically, include the cover letter and CV/resume as attached documents in Microsoft Word, WordPerfect or ASCII.
  - If sending by fax, ensure that the cover letter and CV/resume are typed and submitted on white, standard size paper (A4 or 8 1/2 x 11) with clear contrasting text.
  - Send one complete application, including cover letter and CV/resume, for each position for which you apply. Ensure that the Vacancy Announcement number and the title of the position are stated in the cover letter.
  - Acknowledgement of receipt of application will be sent. Further communication will be sent only to those external candidates under serious consideration and will be transmitted either by return e-mail or by fax, depending on how the application was sent to ECA.
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