



**POSITION: UN General Assembly Temporary
Advisor Posts
at the
Permanent Mission of Ireland to the United
Nations, New York**

EMPLOYMENT APPLICATION FORM

INSTRUCTIONS:

1. Please read the job description carefully to ensure you meet the criteria required
2. Please provide only the information most relevant to the role; skills; and experience listed in the job description/job advertisement
3. Applications which do not meet the minimum requirements cannot be considered
4. Refer to the job advertisement for the relevant details to ensure you are familiar with the instructions to submit your application before the deadline.

Position(s) Being Applied for:	Please indicate interest: Yes (Y) or No (N)
UN General Assembly Advisor (1 post, 5-month contract with possibility of extension for 5 additional months), commencing in May - to cover matters relating to the 5 th Committee (Administrative & Budgetary matters), as well as other duties.	
UN General Assembly Advisor (1 post, 7-month contract), commencing in June - to assist in coordinating engagement by the Mission across the UN during Ireland's Presidency of the Council of the European Union	
UN General Assembly Advisors (6 posts, 4-month contract), commencing in August - to be assigned one of the UN General Assembly Committees, for the UNGA81 Committee season	

Personal & Contact Information:

Name:	Address:
Email:	
Phone:	
Nationality:	
Any other relevant personal or contact information?	

Academic Qualifications and Relevant Training:

Year of Award	Name of Professional Awarding Body University / College	Main Subject Areas or specialisation	Qualification awarded (including level of qualification)

Please provide details of other relevant or academic training, if you feel relevant:

Skills: Language:

Please insert yes or tick the most relevant box for each language as appropriate

Language / Fluency	Fluent / Mother tongue	Excellent Command	Moderate	Elementary
English				
Other, please specify:				

Skills:

Please indicate your level of expertise based on the following levels: <i>4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</i>			
United Nations System		UN Administrative and Budgetary Matters	
International relations		European Union System	
Sustainable Development		Communication Skills/ Report Writing	
Human rights		Other – please include below:	
Peace and security			
Legal Affairs			

Skills - IT:

Please indicate your level of expertise based on the following levels: <i>4 = Expert; 3 = Very Proficient; 2 = Proficient; 1 = Basic; and Blank = No expertise</i>			
MS Word		Manipulating large data sets	
MS Excel		Other – please include below:	
MS PowerPoint			
MS Outlook			

Career History:

Starting with your current details, please provide brief particulars of relevant employment or experience:

Employer Name & Address / Project		
Date	From	To
Position Held / Title		
Reporting line (who you reported to) and number of direct reports		
Reason for leaving this position		
Nature of your work / Description of main responsibilities		

Employer Name & Address / Project		
Date	From	To
Position Held / Title		
Reporting line (who you reported to) and number of direct reports		
Reason for leaving this position		
Nature of your work / Description of main responsibilities		

Employer Name & Address / Project		
Date	From	To
Position Held / Title		
Reporting line (who you reported to) and number of direct reports		
Reason for leaving this position		
Nature of your work / Description of main responsibilities		

Employer Name & Address / Project		
Date	From	To
Position Held / Title		
Reporting line (who you reported to) and number of direct reports		
Reason for leaving this position		
Nature of your work / Description of main responsibilities		

Employer Name & Address / Project		
Date	From	To
Position Held / Title		
Reporting line (who you reported to) and number of direct reports		
Reason for leaving this position		
Nature of your work / Description of main responsibilities		

3. Specialist Knowledge [Maximum of 250 words]

4. Team work and interpersonal relations [Maximum of 250 words]

Statement of Motivation:

Please outline your motivation for applying for this position [**Maximum of 300 words**]

References:

Please provide full contact details including email and phone numbers for at least two and preferably three contactable references (Note: your current employer will not be contacted without first confirming with you that it is in order to do so)

Name and position	Relationship	Email address	Contact Number

Any Other Relevant Information or Comments:

Please provide any **additional** information which you feel may be **relevant** to your application [**Maximum 250 words**]

Confirmation:

I have read the terms and conditions and I satisfy all the requirements as set out in this advertisement, I am eligible to apply. I confirm that my application form is true and complete to the best of my knowledge without any material omissions.

Name:

Date:

Instructions to submit your application:

1. Save your completed form as: **FIRST NAME_SURNAME UNGA Advisor**
2. Send the completed application form by e-mail only to PMUN.Jobs@dfa.ie with the heading "FIRST NAME_SURNAME UNGA Advisor". The deadline is 5pm (Eastern Time) on Monday, 4th May.

All personal information received will be kept in line with GDPR guidelines.