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Resident Coordinator Selection Process Application Guide

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This guide provides basic information on the selection process for Resident Coordinator (RC) positions, including RC positions with Humanitarian Coordinator functions (RC/HC positions), as well as RC positions with an additional senior leadership function in integrated peacekeeping and special political missions (e.g. Deputy Special Representative of the Secretary-General).

I. RC and RC/HC positions

1. Eligibility Criteria

The RC application process is open to internal applicants from UN system organizations as well as external applicants.

Applicants must meet the following minimum requirements at the time of application:

- Membership in the RC Pool.
- Master's degree – or equivalent post-graduate qualification – in development studies, international relations, political science, economics, social sciences, human rights, law, or closely related fields.¹
- A minimum of 15 years of substantive experience and results in leadership roles at the international level, including five years of cumulative experience in development, human rights, rule of law, peace-building or humanitarian work at country level outside of one's own country.
- Ability to serve a full tour of duty at the duty station of the advertised RC or RC/HC position before reaching the age of 65 years.
- For UN staff, be one grade above, one grade below, or at the same grade as the position.
- Fluency in English.
- Rating of “fully met performance expectations” or equivalent in the last two performance appraisals.²

In addition, RCs must meet the following requirements at the time of application:³

- Have one year or less of service remaining in their current duty station by the start date of the position.
- Be able to complete a minimum of three years of service before reaching the age of 65 years.⁴

Depending on the position, eligible applicants may be evaluated against additional required or desirable criteria. These may include (but are not limited to):

- Previous RC experience:
 - For RC positions at the D1 level, previous RC experience is desirable.
 - For RC positions at the D2 level and above, previous RC experience is required. Senior-level inter-agency coordination experience may be considered in lieu of RC experience.
- Fluency or working knowledge of another official UN language or a local language may be required or desirable depending on the country of assignment.

Applicants will not be considered if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts.

Due regard will be paid to the importance of selecting applicants on as wide a geographical basis as possible. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female applicants are strongly encouraged to apply. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations is committed to

¹ For otherwise suitably qualified applicants, a first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of an advanced post graduate university degree.

² This requirement is waived if the employer of the applicant does not provide performance appraisals.

³ Exceptions may be granted by the Chair of the UNSDG upon the recommendation of the Director of DCO where warranted by operational requirements.

⁴ This requirement does not apply for applicants for ASG-level positions.

creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural, and ethnic backgrounds, or disabilities.

2. Application Process

Vacant RC positions, as well as positions that are expected to become vacant during the following year, are normally advertised in two selection rounds per calendar year:

- The first round is normally launched in January and includes vacant positions as well as positions that are expected to become vacant during the first semester of the following year;
- The second round is normally launched in September and includes vacant positions as well as positions that are expected to become vacant during the second semester of the following year.

RC job openings are normally advertised for 15 days. Applicants are encouraged to apply well in advance to allow sufficient time for assistance should any technical issues arise.

RC job openings are advertised on the [United Nations Careers portal](#). Applicants are encouraged to sign up for the automatic job alerts.⁵

In addition to completing the online application form, applicants are required to upload the following documents:

- Two most recent performance appraisal reports, or equivalent.
- Updated biography (in Word format - template [here](#))
- Completed [pre-appointment declaration of interest form](#)
- Completed [self-attestation for senior positions form](#)
- Completed [consent and waiver of liabilities form](#)

Applicants can apply to a maximum of three positions per selection round.

Applying for a job opening carries an expectation to accept the offer, if selected.

Applicants are personally accountable for the accuracy and completeness of the information they provide in their application. Late and/or incomplete applications will not be considered.

Applicants who wish to withdraw their application should formally submit their request in writing to rcselection.dco@un.org. For applications submitted via Inspira, applicants should formally withdraw their applications there as well, in addition to writing to rcselection.dco@un.org.

3. Eligibility Review and Shortlisting

DCO reviews the eligibility and suitability of each applicant against the established criteria of the job opening. For RC/HC positions as well as RC positions in countries where a Humanitarian Response Plan (HRP) or Flash Appeal (FA) has been issued, DCO consults with OCHA. Candidatures that do not clearly meet the eligibility criteria in full are not considered. A shortlist of applicants is established after endorsement by the Chair of the UNSDG.

4. Interview

Shortlisted applicants are invited to participate in a 30-minute virtual interview to assess their suitability for the RC position they applied for. The Assessment Panel is chaired by the DCO Regional Director of the region where the position is located and is composed of senior staff nominated by UNSDG entities and appointed by the Director of DCO.⁶ If an additional language is required beside English, at least one of the interview questions is asked in that language.

⁵ To do so, [register as user/login](#). Once logged into the system, go to Job Search or Advanced Search. From there save your job search criteria to create a job alert. You will then receive an e-mail notification once job openings that match your criteria are posted.

⁶ For ASG-level positions, the Panel is chaired by the Assistant Secretary-General for Development Coordination. The Panel is composed with due regard for diversity in terms of geography, gender, and parent organization of its members.

Applicants who do not respond to the interview invitation as required, cannot be reached by phone or do not participate in the interview are disqualified.

The Assessment Panel submits the list of suitable applicants to the Chair of the UNSDG through the Director of DCO. The Chair of the UNSDG makes a recommendation to the Secretary-General, who makes the selection decision.

5. Employment Conditions

The duration of RC assignments varies depending on the hardship classification of the duty station of the RC position, which is based on the [ICSC classification](#). The current duration of assignment for RC positions is listed in the table below:

D/S Hardship Classification	RC post Duration of Assignment (years)
A	5
B	4
C	4
D	3
E	3

The start date of the position is indicated in the job opening. If selected, the applicant is expected to deploy by the indicated start date, unless the incumbent is reassigned before that date. Should the incumbent leave earlier, the selected applicant will be required to deploy within three months of receipt of notification.

The appointment against the position is limited to the RC System in the specific duty station.

Staff members of the UN Secretariat who are selected for a RC position retain their current contractual status and their right to return to their current office.

Staff members of other United Nations entities, if selected, serve on secondment according to the Inter-Organization Agreement concerning Transfer, Secondment or Loan of UNCS staff for the duration of their assignment as RC, after which they retain the right to return to their parent organization.

Staff members of an organization that is not signatory of the Inter-Organization Agreement, if selected, are offered an initial fixed-term appointment of two years.

Extension of the RC assignment beyond the initial appointment is subject to satisfactory service.

Any inquiries about the RC application process should be addressed to rcselection.dco@un.org.

6. HC Designation

For RC/HC positions, the Emergency Relief Coordinator (ERC) is responsible for designating the HC. As part of the HC designation process, the ERC consults with the IASC and informs the IASC Principals accordingly.

Any inquiries about the HC designation process should be addressed to hlss@un.org.

II. RC positions with an additional senior leadership function in integrated peacekeeping and special political missions

This section concerns the selection process for RC positions with an additional senior leadership function in integrated peacekeeping and special political missions (i.e. Deputy Special Representatives of the Secretary-General and equivalent functions).

1. Eligibility Criteria

Applicants must meet the following minimum requirements at the time of application:

- Membership in the RC Pool.
- Fluency in English.
- Previous RC experience. Senior-level inter-agency coordination experience may be considered in lieu of RC experience.
- Rating of “Fully met performance expectations” or equivalent in the last two performance appraisals.⁷

In addition, Resident Coordinators must meet the following criteria at the time of application:

- Have one year or less of service remaining in their current duty station by the start date of the advertised position.
- For D2 level positions, ability to complete a minimum of three years of service before reaching the age of 65 years.

Depending on the position, eligible applicants may be evaluated against additional required or desirable criteria, which are listed in the Terms of Reference of the position.

Applicants will not be considered if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts.

2. Application Process

Vacant positions, as well as positions that are expected to become vacant during the following 4-6 months, are advertised throughout the year based on vacancy projections and/or operational needs.

Job openings are normally advertised for 15 days. Applicants are encouraged to apply well in advance to allow sufficient time for assistance should any technical issues arise.

DCO shares the job opening with RC Pool members and UNSDG entities.

Applicants are required to submit the application via email, attaching the following documents:

- A Personal History Profile (PHP)-Administrative Profile in pdf format, generated from the UN Secretariat’s [Inspira platform](#).
- Two most recent performance appraisal reports, or equivalent.
- Updated biography (in Word format - template [here](#))
- Completed [pre-appointment declaration of interest form](#)
- Completed [self-attestation for senior positions form](#)

Applying for a job opening carries an expectation to accept the offer, if selected.

Applicants are personally accountable for the accuracy and completeness of the information they provide in their application. Late and/or incomplete applications will not be considered. Applicants may be subject to formal human

⁷ This requirement is waived if the employer of the applicant does not provide performance appraisals.

rights and ethics screening by the Lead Department at any stage of the application process. Applicants who wish to withdraw their application should formally submit their request in writing to rcselection.dco@un.org.

3. Eligibility Review and Shortlisting

DCO, in consultation with the Lead Department and OCHA, reviews the eligibility of applicants against the requirements of the position. Upon consultation with the Head of Mission, a shortlist of applicants is established after endorsement by the Chair of the UNSDG.

4. Interview

Shortlisted applicants are invited to participate in a virtual interview organized by the Lead Department to assess their suitability for the position. The interview panel is chaired by the Lead Department and includes the Assistant Secretary-General for Development Coordination and the Deputy Emergency Relief Coordinator. If an additional language is required beside English, at least one of the interview questions is asked in that language.

The Interview Panel submits its recommendation to the Under-Secretary-General of the Lead Department, who, together with the ERC and the Assistant Secretary-General for Development Coordination, seeks the endorsement of the Chair of the UNSDG/Deputy Secretary-General, and makes a recommendation to the Secretary-General for his selection decision.

5. Employment Conditions

If selected, the applicant receives a fixed-term appointment of one year renewable annually based on performance and mandate continuity. The Lead Department consults OCHA and DCO on the decision to renew the contract.

The duration of assignment varies depending on the hardship classification of the duty station of the RC position, which is based on the [ICSC classification](#). The current duration of assignment for RC positions is listed in the table below:

D/S Hardship Classification	Resident Coordinator Duration of Assignment (years)
A	5
B	4
C	4
D	3
E	3

The start date of the position is indicated in the job opening. If selected, the applicant is expected to deploy by the indicated start date, unless the incumbent is reassigned before that date. Should the incumbent leave earlier, the selected applicant will be required to deploy within three months of receipt of notification.

Staff members of the UN Secretariat who are selected retain their current contractual status and their right to return to their current office.

Staff members of other United Nations entities, if selected, serve on secondment according to the Inter-Organization Agreement concerning Transfer, Secondment or Loan of UNCS staff for the duration of their assignment as Resident Coordinator, after which they retain the right to return to their parent organization.

Staff members of an organization that is not signatory of the Inter-Organization Agreement, if selected, are offered an initial fixed-term appointment of one year.

Any inquiries about the application process should be addressed to rcselection.dco@un.org.



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