



# UNITED NATIONS DEVELOPMENT PROGRAMME INDONESIA

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## Things you should consider before applying

- Read each criteria carefully and highlight the keywords;
- Write down all your relevant abilities and knowledge;
- Tell us your experience on when and where you have used your abilities and knowledge.

## Writing your cover letter:

- State why you are interested with the position and what attracted you about the job, area, etc;
- One or more paragraph outlining broadly on how you met the requirements of the position and selection criteria;
- In general, a typed letter looks better presented neater and easier to read;
- All of your written application needs to sound positive and enthusiastic. Focus on positive statements, such as: "I am able to...", "I am specialised in..."
- Please let us know about your achievements in a team/ individual (Also specify your role in the team).

# INSIDE THE RESUME



Your personal detail, educational background including qualifications and the achieved dates.



Employment history, position title, dates of employment, summary of key duties and responsibilities, summary of key achievements.

UNDP Indonesia is creating a more gender inclusive work environment which equally puts women and men at the forefront of the decision-making process. We are committed to providing an inclusive and safe space which addresses concerns of women and men in program from its inception and monitoring to implementation process. Our recruitment drive is also gender sensitive, enabling a balanced workplace that promotes equality. Recruitment of staff is purely on competency and on non-discriminatory principles.

## What we assess on interview:

- Oral and interpersonal communication skills;
- Enthusiasm and self-confidence;
- Professional, achievement-oriented, teamwork ability;
- Analytical and problem-solving skills;
- Initiative and self-management;
- Corporate knowledge.

## Tips on preparing for interview:

- List all anticipated questions you will be asked;
- Read the Term of Reference and competency-based interview guidance;
- Gather all relevant information related to the job description;
- Learn what you can offer that makes you stand out for the position by looking at your skills and experience.