



Empowered lives.
Resilient nations.

UNDP UZBEKISTAN IS HIRING NOW!



UNDP

UNDP is a great employer

United Nations Development Programme (UNDP) in Uzbekistan is expanding its office in Sirdarya, Kashkadarya, Surkhandarya, Namangan, Jizzakh regions and the Republic of Karakalpakstan is looking for qualified candidates to join its versatile team. UNDP is committed to equal opportunities for women and men. So this brochure aims to attract more qualified women candidates, to highlight the benefits of UNDP and to explain process of recruitment, including concept of competency-based interview in UNDP. Hope you'll join our team!



Benefits that UNDP provides

UNDP's strength is its staff. We care for our staff and we provide maximum benefits for balancing work and life. Here are some of them:

- Flexible working arrangements if needed (flexi-time, compressed working schedule, telecommuting), temporary part-time employment.
- 16 weeks maternity leave, 4 weeks paternity leave, 8 weeks adoption leave.
- Breastfeeding time off.
- 5% learning time per week and both online and face to face learning opportunities.
- 2,5 days annual leave per each working month.
- Up to 7 days uncertified sick leave per calendar year.
- Up to 3 months paid certified sick leave.
- Insurance for you and for your family.
- Pension contribution.
- Performance Bonus.

BMTTDning O'zbekistondagi vakolatxonasi yangi xodimlarni izlayapti.

Agarda siz:

- O'zbekiston xalqiga foydam tegsin desangiz, kasbiy mahoratingiz uzluksiz ravishda oshib borishini istasangiz.
- Shaxsiy erkinlik bag'shlovchi hamda mas'uliyat talab etuvchi ish izlayotgan bo'lsangiz, www.uz.undp.org veb saytiga kirib BMTTDga ishga ariza berishingiz mumkin.

Bundan tashqari, BMTTDda ishlashning quyidagi afzalliklari mavjud:

- 16 hafta onalik ta'tili; 4 hafta otalik ta'tili; 8 hafta farzand olib saqlaganlik uchun beriladigan ta'til.
- har haftada 2 soat o'quv mashg'ulotlari uchun ajratiladi; har oy 2,5 kun ta'til olish mumkin.
- har yili 7 kungacha bo'lgan betoblik munosabati bilan olinadigan va shifokor tavsiyanomasi talab qilinmaydigan ta'til – betob bo'lgan xodim uch oy-gacha maosh to'lanadigan ta'til olishi mumkin.
- O'zingiz va oilangizga ta'minlanadigan sug'urta.
- Nafaqalik to'lovi.
- Ustama mukofotlar.



Recruitment Process in UNDP

Step 1 – Finding Your Job!

UNDP Uzbekistan regularly posts new job openings every 10 days, so check the website regularly. All vacancies are posted here: www.uz.undp.org

Vacancy announcement normally describes the information on project ('Background'), the expected results ('Duties and Responsibilities'), 'Competencies' and 'Qualifications requirements'. Only competencies listed in the VA shall be assessed during the recruitment process.

Before you apply for any job, go directly to the Qualifications section of the Terms of Reference. If you do not have the experience or education listed here, you cannot be considered. Don't apply for positions you are not qualified for, wait for another job that you do qualify for to appear on the website.

Which job is right for me?

Ask yourself these questions before searching for Terms of Reference:

- What areas do I naturally excel in?
- Do I have strong writing skills?
- Have I always worked well with numbers?
- Do I communicate easily with others or work better on my own?
- What areas I am experienced in?
- Have I worked with a similar project, for example...
- Have I a relevant university.
- Have I worked in a similar role.

If your education, working experience and language requirements match those in advertisement, then proceed to step 2.

Step 2 – Applying for Job

When you first apply for any job, you will be required to complete the online application form.

It is very important that you pay attention to all the details of the application form! Make sure you set aside enough time to complete the form with due diligence.

How to write a good application:

- Don't write everything you know – focus on your achievements and skills that relate to the position.
- Do not consider your volunteer/internship experience. Although unpaid work demonstrates your commitment, corporate policy does not allow us to count this experience.

How to fill in online form:

Forms are available through 'Apply' button for each vacancy:

- Review the form before you begin to fill it out, this will tell you what information details would be required from you.
- Collect all necessary details – most people must contact former employers, universities and reference persons for this information – start this process now.
- Confirm the updated contact details of your 3 reference persons.

If you fit the profile of a desirable candidate, you will be contacted by the Human Resource Unit – make sure to update UNDP if you change your email or phone number. Then you will proceed to Step 3.



Step 3 – Getting Job

- written examination (not for all posts):

Some positions require you to take a written examination. It is usually a set of questions to be completed within a limited period of time (1–2 hrs) in all languages that Vacancy requires. Refresh your technical skills. Be calm. Don't be late.

If you are successful at written examination, you will be invited to next stage – competency based interview (CBI).

- interview:

UNDP uses Competency Based Interviews. Your interviewers would like to know what have you done in your previous jobs that prove you have the necessary skills and experience for this job.

How to prepare for CBI interview:

- Review carefully all competencies listed in the VA.
- Prepare your examples from past experience for each competency listed in the VA.
- Formulate your experience as "CAR":
 - Context: Describe the situation, include organization name and your title.
 - Action: Describe your actions and your role.
 - Result: Describe the result of your action, and the impact.
- Also mention what you have learned – both from your successes and failures.
- Don't be late, be calm and good luck!
- More inspiration: www.interview-skills.co.uk

All documents needed for submission:

- Inline application, or hand signed copy of the form.
- Proof of your academic background (Diplomas).
- Proof of your Uzbekistan nationality (birth certificate and/or passport copy).
- Three written recommendations/performance assessments from former employers (especially UN agencies).