UNITED NATIONS



Secretariat

ST/IC/87/25/Add.1 29 May 1987

INFORMATION CIRCULAR

To: Members of the staff in the General Service and related categories at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: OFFICE FOR RESEARCH AND THE COLLECTION OF INFORMATION

Addendum

1. The purpose of the present circular is to announce a list of positions to be filled in the General Service and related categories in the Office for Research and the Collection of Information, established by the Secretary-General's bulletin ST/SGB/225 of 1 March 1987. The present circular provides an addendum to information circular ST/IC/87/25 of 6 May 1987. The positions in the General Service and related categories will be filled as posts are made available.

2. Vacancy announcements will be posted on the bulletin boards located on the fourth floor of the Secretariat building and on the third floor of the DCL-building with a deadline of 12 June 1987. A description of the functions and qualifications required for each post will be stated in the vacancy announcements. Staff members are requested to complete an application form for each position for which they wish to be considered. Application forms and copies of vacancy announcements are available from the Career Development and Placement Unit, Room S-2580, and the General Recruitment Section, Room DCL-200.

3. The procedure for reviewing the candidates and establishing a short list will be conducted by an <u>ad hoc</u> panel, appointed by the Secretary-General as described in information circular ST/IC/87/25, to which staff members may wish to refer for further information concerning the application and selection procedure.

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VACANCY ANNOUNCEMENTS

OFFICE FOR RESEARCH AND THE COLLECTION OF INFORMATION

DEADLINE DATE: 12 JUNE 1987

OFFICE OF THE ASSISTANT SECRETARY-GENERAL				
V.A. number	Level	Functional title		
87-6-ORI-919-NY	G-5	Secretary		

PLANNING AND EARLY WARNING SERVICE					
V.A. number	Level	Functional title			
87-6-ORI-920-NY	G-4	Secretary			

PLANNING AND RESEARCH CO-ORDINATION AND DEVELOPMENT UNIT				
V.A. number	Level	Functional title		
87-7-ORI-921-NY 87-7-ORI-922-NY 87-6-ORI-923-NY	G-6 G-5 G-4	Social Science Assistant Social Science Assistant Secretary		

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DATA UNITS		
V.A. number	Level	Functional title
87-7-ORI-924-NY	G-6	Social Science Assistant
87-7-ORI-925-NY	G-6	Social Science Assistant
87-7-ORI-926-NY	G-5	Social Science Assistant
87-7-ORI-927-NY	G-5	Social Science Assistant
87-6-ORI-928-NY	G-4	Secretary
87-6-ORI-929-NY	G4	Secretary

NEWS DISTRIBUTION S	SECTION	
V.A. number	Level	Functional title
87-7-ORI-930-NY 87-7-ORI-931-NY	G-6	Social Science Assistant
87-6-ORI-931-NY	G-5 G-4	Social Science Assistant Secretary
87-6-ORI-933-NY	G-4	Secretary
87-6-ORI-934-NY	G-4	Secretary

DRAFTING SERVICE		• •	
V.A. number	Level	Functional title	
87-7-ORI-935-NY	G-6	Social Science Assistant	
87-7-ORI-936-NY	G5	Social Science Assistant	
87-6-ORI-937-NY	G-4	Secretary	
87-6-ORI-938-NY	G-4	Secretary	

UNITED NATIONS



APPLICATION FOR VACANCY

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For use by staff members only.

VACANCY ANNOUNCEMENT NO.:	1		-	-	
FUNCTIONAL TITLE:					

1. GENERAL INFORMATION

FAMILY NAME		FIRST NAME	INDEX NO	CATEGORY	LEVEL	EOD DATE
TYPE OF CONTRACT	EXPIRY DATE	DEPARTMENT/OFFICE	DUTY STATION	ROC	DM NO.	TELEPHONE

2. JOB-RELATED INFORMATION - Please provide only specific details concerning your demonstrated qualifications in relation to the duties and requirements of this position as described in the vacancy announcement.

NUMBER OF EARS/MONTHS	UNIVERSITY STUDIES OR OTHER TRAINING	PLEASE COMMENT ON THE AREA OF SPECIALIZATION AS IT RELATES TO THE POST

b) Relevant or Comparable Work Experience – Please state your work experience in relation to the requirements of the vacant post:

YEARS	WITHIN THE UN SECRETARIAT AND OTHER UN ORGANIZATIONS	YEARS	OUTSIDE THE UN	
				;
			······	

c) Relevant Language Ability:

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d) Supervisory/Management Skills – If applicable, please comment on your demonstrated abilities in supervising and training of staff members:

TITLE	NUMBER OF YEARS	NUMBER OF STAFF	SUPERVISORY EXPERIENCE
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3. OTHER COMMENTS	Please provide an	y other specific details which y	ou believe indicate vou are	qualified for this post.
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Please sign and submit your application to the Career Development and Placement Unit, Office of Human Resources Management, Room S-2580, United Nations, New York, N.Y. 10017.

I certify that the foregoing information is complete and accurate to the best of my knowledge.

Date: _____

Signature: _____