



5 October 1998

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### Information circular<sup>\*</sup>

To: Members of the staff  
From: The Assistant Secretary-General for Human Resources Management  
Subject: **1999 competitive examination for promotion to the Professional category of staff members from other categories**

#### Addendum

1. The purpose of the present addendum to information circular ST/IC/1998/61 of 9 September 1998 is to announce the addition of the occupational group of photography to the list of occupational groups initially identified for the 1999 competitive examination. The addendum sets forth the specific entrance criteria and examination format applicable for the occupational group of photography.
2. The written and oral components of the competitive examination for the occupational group of photography will be held at the same time as those for the other occupational groups announced in ST/IC/1998/61, paragraph 2.
3. Owing to the special technical nature of the occupation of photography, a staff member serving in the General Service and related categories, including Field Service category up to and including the FS-5 level, who satisfies the eligibility requirements set forth in ST/IC/1998/61, may apply to take a competitive examination in photography, provided he or she also satisfies the additional eligibility requirements stipulated in paragraph 4 below.
4. For the occupational group of photography, all staff members, including those staff members who have served in the Secretariat for at least five years by 31 December 1989, must satisfy the following criteria:
  - (a) First-level university degree, equivalent to a bachelor's degree, in photography, communication, media, visual arts, fine arts or information;
  - (b) At least five years of experience in photography, either at the United Nations or outside. Such experience should include, but not be limited to, such professional duties as freelance photojournalism (certifications and portfolios to be shown); field coverage photography (certified from employment records); demonstrated ability for art photography

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<sup>\*</sup> Expiration date of the present information circular: 31 December 1999.

(exhibitions, competitions, awards, portfolios to be certified, particularly in the area of portrait-taking); demonstrated knowledge and experience of the technical aspects of photography, including laboratory work, printing and distribution of photos through the use of the most up-to-date equipment.

#### **A. Written examination**

5. The format of the written examination, except for part II of the written examination (the specialized paper), will be the same as those of the other occupational groups for the 1999 competitive examination, as outlined in paragraphs 14 to 19 of ST/IC/1998/61.

6. Part II of the written examination, the specialized paper for photography, will consist of three to five questions. All questions are mandatory. The total time recommended for this part is two hours, and it has a coefficient of 10 per cent of the marks assigned to the examination.

7. Candidates who are successful in the written examination will be invited to the practical examination and the oral examination.

#### **B. Practical examination**

8. The practical examination will be administered over a two-day period and has a coefficient of 40 per cent. The dates for the practical examination will be announced in the individual convocation letters to successful candidates.

#### **C. Oral examination**

9. The format of the oral examination, except for oral presentation, will be the same as those of the other occupational groups for the 1999 competitive examination, as outlined in paragraphs 20 to 31 of ST/IC/1998/61.

10. For oral presentation, each candidate will present his or her portfolio. Following the presentation of portfolio, the Board of Examiners will have an opportunity to ask three questions for clarification or amplification. After the presentation of portfolio and related questions, the Board will ask five other questions of a general nature also broadly related to the occupation, and two questions for clarification or amplification of any points made during the five additional questions. The presentation of portfolio and the answers to the questions based on the portfolio presentation and other supplementary questions will account for 8 per cent of the points assigned to the examination.

#### **Application**

11. Staff members who wish to submit an application should complete the application form annexed to ST/IC/1998/61 and submit it with all required documentation to the Central Examinations Board at United Nations Headquarters by 30 November 1998. The most recent performance appraisal report, as well as copies of all university degrees, must be attached to the application.