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**INFORMATION CIRCULAR N°.1****Subject: 2001 Competitive Examination for English Language Teachers**

1. A competitive examination for the local recruitment of English language teachers will be held on **Monday 12 March 2001** at the United Nations Office at Geneva (UNOG). The purpose of this examination is to establish a roster to fill future vacancies for English language teachers in the language programme of the Staff Development and Learning Section of UNOG.
2. Full-time English teachers with the United Nations must teach an average of 16 course hours per week and devote an equivalent number of work-hours to preparing courses and correcting students' work. In addition, each full-time English teacher is assigned eight hours of training-related work per week. This work involves tasks such as drafting and updating teaching and training materials and examinations; preparing, administering and evaluating language proficiency examinations; designing specialized courses and communication courses; consulting with students and participating in meetings and seminars. The teacher is also expected to carry out other training activities whenever called upon to do so.
3. The examination is open to all staff members of the Secretariat, including those in the General Service and related categories and English teachers working in UNOG on SSA contracts. SSA teachers are considered as external candidates. Staff members from subsidiary organs of the United Nations and those working for a United Nations body, fund or specific programme or assigned to special missions are also considered external candidates for the purpose of this examination.
4. Staff members of the Secretariat applying for the examination must:
  - (a) Have English as their main language;1
  - (b) Hold an advanced university degree (Masters) in applied linguistics, language teaching methodology, language, linguistics or a related field;

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1 "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.



- c) Have at least five years' recent and consecutive experience within the last eight years teaching English as a second or foreign language to adults in a professional setting;
- (d) Have word-processing skills;
- (e) Have experience using video, computers and/or multimedia to teach English.

5. Knowledge of other official languages is also desirable. Candidates' claims to knowledge of official UN languages must be supported by relevant documentation in their official status files. UN staff members who have been enrolled in a United Nations language course must have passed the United Nations language proficiency examination in that language in order to claim proficiency. Candidates who have not attended United Nations language courses must substantiate their claims to knowledge of those languages by attaching to their application a photocopy (not the original) of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of those languages. Written proof regarding university diplomas, teacher certification and language competence must be attached to the application. Failure to do so means that the application will be disregarded.

6. The Board of Examiners will review all applications. All applicants will be notified of the Board's decision in respect of their application. **THE BOARD'S DECISIONS ARE FINAL AND WITHOUT APPEAL.**

7. The written examination consists of the following three parts:

Part 1. Essay questions on modern language teaching methodology, communication skills and writing skills training, preparation of teaching material, and the use of technology for language teaching (2 hours). It should be noted that this paper is eliminatory. Only candidates who are successful in Part 1 will have their other papers marked;

Part 2. Knowledge of English language syntax and usage (30 minutes);

Part 3. Several practical problems and a lesson plan (1 hour and 30 minutes).

The use of reference material is NOT permitted during the examination.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will, in principle, take place eight to ten weeks after the written papers and will consist of the candidates' teaching a demonstration lesson before the Board of Examiners. The Board of Examiners will review their observations and discuss them with each of the candidates. The Board will then interview each candidate to assess general interests, professional experience, knowledge of the United Nations and ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview should NOT assume that they will be offered a teaching assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board does NOT release individual results.

10. Information on the salary scales and pension fund for language teachers is contained in Information Circular IG/Geneva/4598 of 1 July 2000.

11. Staff members who wish to apply for the examination should complete the attached form and submit it, NOT LATER THAN **Wednesday 7 February 2001** to:

2001 Competitive Examination for English Language Teachers  
Staff Development and Learning Section  
Villa le Bocage 4  
Fax: 907 00 06

Maryan Baquerot  
Director  
Division of Administration



(B: Continued)

C. Indicate your experience (if any) in working with multimedia, video and/or computer-assisted language learning technology.

D. Knowledge of other languages 5/

Language (s)	United Nations language programme (indicate highest level and date)	Courses taken at other institution (name and locations)

E. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily	Easily	Not Easily

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Notes

1/ Appears normally on your monthly salary statement and personnel action forms. If not, please contact your Administrative Officer to obtain your number.

2/ Please indicate department/office, e.g., CSD/UNOG, ECE, OHCHR, UNCTAD or other (specify).

3/ "Main language" should be understood as the language in which the candidate is best able to teach. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

4/ Give exact name and title in original language. Do not translate or equate. Copies of university degrees must be attached.

5/ In accordance with paragraph 4 of the present circular, candidates claiming knowledge of other official languages of the United Nations must submit relevant documentation to substantiate their claims.