



26 January 2001

Information circular*

To: Members of the staff
From: The Assistant Secretary-General for Human Resources Management
Subject: **2001 competitive examination for English language teachers**

1. A competitive examination for the recruitment of English language teachers will be held on Monday, 12 March 2001, at United Nations Headquarters in New York and at the United Nations Office at Geneva. The purpose of this examination is to establish a roster from which future vacancies for English language teachers in the English programme of the Learning Service of the Office of Human Resources Management at Headquarters and the Staff Development and Learning Section of the United Nations Office at Geneva will be filled.

2. Full-time English teachers with the United Nations must teach the specified number of course hours per week as determined by the duty station concerned and devote a specified number of work hours to course preparation and to correcting students' work. In addition, each full-time English teacher is assigned tasks, inter alia: drafting and updating of teaching materials and examinations; design and delivery of specialized language courses, including pronunciation skills and listening skills; and communications courses such as writing skills and presentation skills in the context of the United Nations. In addition, the English teacher consults with students and participates in meetings and seminars. At Headquarters, full-time English teachers participate in the preparation, administration and correction of the United Nations language proficiency examination as part of their assigned tasks. The teacher is expected to use word processing and presentation and database software in the performance of these duties and 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 working at Headquarters, as well as to qualified external applicants.

4. Staff members of the Secretariat applying for the examination must:
(a) Have English as their main language;¹

* Expiration date of the present circular: 31 December 2001.

¹ Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

(b) Hold an advanced university degree (Master of Arts) in applied linguistics, linguistics, language teaching methodology, languages or a related field;

(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, preferably in a professional setting;

(d) Be computer literate and proficient in word processing. Familiarity with database applications is desirable;

(e) Have experience using video, computers and/or multimedia to teach English.

Knowledge of the other official languages of the United Nations is highly desirable. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who base their claims of knowledge of official languages on enrolment in United Nations language courses must have passed the United Nations language proficiency examinations in those languages. 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.

5. The Board of Examiners will review all applications and will invite selected candidates to sit for the examination. Candidates who are invited to sit for the examination will be notified in writing by the Board. The fact that a candidate has not received a written response from the Board indicates that a candidate has not been selected to sit for the examination. **The Board's decisions are final.**

6. 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.

7. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to the second phase of the examination. Candidates will be asked to teach a class before the Board of Examiners. The Board will then interview each candidate to assess personal qualities, 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.

8. 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.

9. Information on the salary scales for language teachers at Headquarters is contained in information circular ST/IC/2000/54 of 16 August 2000.

10. Staff members who wish to apply for the examination should complete the attached form and submit it, not later than 2 March 2001, to:

2001 Competitive Examination for English Language Teachers
Examinations and Tests Section
Specialist Services Division
Office for Human Resources Management
Room S-2575E
United Nations Secretariat
New York, N.Y. 10017
United States of America
Fax No.: 212-963-3683

A. University degree(s) or equivalent or post-secondary educational qualifications⁴

<i>Name of institution, place and country</i>	<i>Language of instruction</i>	<i>Attended from/to</i>		<i>Degree⁵ or equivalent</i>	<i>Main field of study</i>
		<i>Month/year</i>	<i>Month/year</i>		

B. Describe your work experience (giving dates and length of time) in English language teaching, course development and communication skills (including writing skills) training for adult learners. Also, indicate any international experience you may have.

C. Indicate your experience using multimedia, video, the Internet and computers for English language teaching, including distance learning. Specify software with which you are proficient (e.g. word processing, presentation, databases), and whether you have experience in web design.

D. Knowledge of other languages⁵

<i>Language(s)</i>	<i>United Nations language programme (indicate highest level and date)</i>	<i>Courses taken at other institutions (name and location)</i>

E. Indicate your ability in each of the languages mentioned above (see D)

<i>Language</i>	<i>Read</i>		<i>Understand</i>		<i>Speak</i>		<i>Write</i>	
	<i>Easily</i>	<i>Not easily</i>	<i>Easily</i>	<i>Not easily</i>	<i>Easily</i>	<i>Not easily</i>	<i>Easily</i>	<i>Not easily</i>

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 (P-5) forms. If not, please contact your Human Resources Management Officer to obtain your number.
 - ² Please indicate Department/Office, e.g., DGAACS, OCS, ECE, UNCTAD, UNOG, UNOV or other (specify).
 - ³ Candidates' claims to English as their main language must be supported by relevant documentation.
 - ⁴ Give exact name and title in original language. **Copies of university degrees must be attached.**
 - ⁵ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 of the present circular.
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