

## ROLE OF THE U.S. DEPARTMENT OF STATE



The Department of State encourages qualified U.S. citizens to apply for professional and senior positions with the United Nations and other international organizations. As the largest financial contributor to most of these organizations, the U.S. Government has a major interest in the composition of their staffs.

The ability of UN agencies and other international organizations to carry out their programs effectively depends on the quality of their employees.

The Department of State provides information and assistance to U.S. citizens who are interested in such opportunities.

Cover photo courtesy of the UN Photo Library

## JOB SEARCH GUIDANCE

The Department of State's UN Employment Information and Assistance Unit compiles a bi-weekly listing of *International Vacancy Announcements*, which can be accessed on the Department of State's web page at:

<http://www.state.gov/p/io/empl>

- If you identify a position of interest, go to the specific organization's website for more information and instructions on how to apply directly to the international organization.
- If you have any additional questions, need advice, or are notified that you are a finalist (i.e., make it to an organization's "shortlist") for a permanent or fixed-term position (other than a consultancy, expert, or short-term contract), please contact the Department of State using the information below.

### CONTACT INFORMATION

(FOR U.S. CITIZENS ONLY)

UN Employment Information  
& Assistance Unit  
(IO/MPR/EA)

U.S. Department of State  
Room 4808

2201 C Street, N.W.  
Washington, D.C. 20520

E-MAIL: [EmploymentUN@state.gov](mailto:EmploymentUN@state.gov)

TEL: (202) 736-4825

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## Employment Opportunities for U.S. Citizens in International Organizations





## ADVANTAGES OF EMPLOYMENT IN INTERNATIONAL ORGANIZATIONS

Satisfying and challenging opportunities where one can:

- Contribute skills to the needs of nations and people worldwide
- Promote understanding
- Experience living abroad
- Benefit from a desirable compensation package including:
  - Competitive salary
  - Education allowance through college for dependents
  - Relocation costs
  - Generous leave entitlements
  - Attractive retirement plan

## PROFESSIONAL FIELDS

- Accounting/Budgeting/Finance
- Administration/Business
- Agriculture
- Aviation
- Development Assistance
- Drug/Crime Prevention
- Economics
- Education
- Engineering
- Environment
- Humanitarian/Human Rights
- Human Resources Management
- Information Technology
- Law
- Peacekeeping
- Public Affairs
- Public Health
- Science
- Telecommunications
- Trade
- And many others

## QUALIFICATIONS FOR EMPLOYMENT

International organizations maintain high standards for hiring professional employees. Requirements generally include:

- An advanced degree that is directly related to a particular position
- A significant number of years of relevant and specialized work experience
- Some international experience
- Relevant management experience
- In addition to English, usually a strong working knowledge of a second UN language: French, Spanish, Arabic, Chinese, or Russian

*Mandatory retirement age for most UN agencies is 62.*

