

# RED UNAM DC



## ¿Cómo postular a vacantes en organismos internacionales?

**Mtro. Mauricio Bastián Olvera**

**@Mau\_Bastien @RedUNAMDC**

**20 de mayo, 2020.**

# ¿Por dónde empezar?



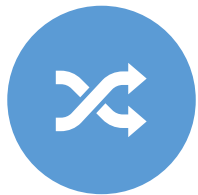
Intereses: pasar del cómo al por qué



Membresía por parte de México



Analizar las categorías de empleo



Combinar la función pública con el ámbito internacional



Factores experiencia profesional, desarrollo del tipo de vacantes



Tantas especialidades como ámbitos en los que trabajo

# Pasos



# Habilidades

“Marca según tu orden de prioridades las cinco habilidades más importantes para tener éxito en la vida”

|   | Estudiante            | Profesor                | Empleador               | Trabajador              | Buscando              |
|---|-----------------------|-------------------------|-------------------------|-------------------------|-----------------------|
| 1 | Trabajo en equipo     | Trabajo en equipo       | Trabajo en equipo       | Trabajo en equipo       | Trabajo en equipo     |
| 2 | Responsabilidad       | Pensamiento Crítico     | Resolución de problemas | Comunicación efectiva   | Pensamiento crítico   |
| 3 | Disciplina            | Resolución de problemas | Comunicación efectiva   | Resolución de problemas | Habilidades sociales  |
| 4 | Pensamiento Crítico   | Comunicación efectiva   | Creatividad             | Adaptabilidad           | Resiliencia           |
| 5 | Comunicación efectiva | Autoaprendizaje         | Perseverancia           | Disciplina              | Comunicación efectiva |

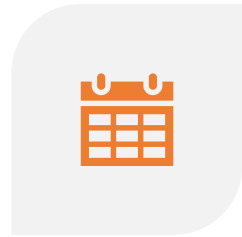


## TOP-10 sector recipients of ODA in 2018 (USD, bn)

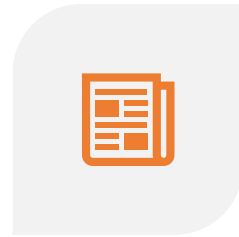
|                                                         | 2014  | 2015  | 2016  | 2017  | 2018  |
|---------------------------------------------------------|-------|-------|-------|-------|-------|
| Government & Civil Society                              | 12,95 | 11,94 | 11,82 | 12,65 | 16,13 |
| Transport & Storage                                     | 7,94  | 8,81  | 11,10 | 10,57 | 10,99 |
| Education                                               | 9,16  | 8,05  | 8,67  | 9,10  | 9,11  |
| Population Policies/Programmes<br>& Reproductive Health | 6,98  | 7,84  | 8,04  | 7,83  | 7,30  |
| Energy                                                  | 8,76  | 9,18  | 7,45  | 7,50  | 7,28  |
| Health                                                  | 5,32  | 6,12  | 6,39  | 6,04  | 6,75  |
| Agriculture, Forestry, Fishing                          | 5,50  | 5,14  | 4,61  | 6,47  | 6,37  |
| Water Supply & Sanitation                               | 4,53  | 5,09  | 4,47  | 5,28  | 5,04  |
| General Environment Protection                          | 3,90  | 3,98  | 3,29  | 3,71  | 3,47  |
| Other Social Infrastructure & Services                  | 2,18  | 1,6   | 2,67  | 2,32  | 1,90  |

<https://www.developmentaid.org/>

# Conocer a la organización



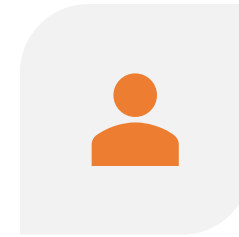
EVENTOS



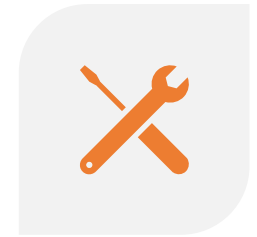
PUBLICACIONES



BLOGS

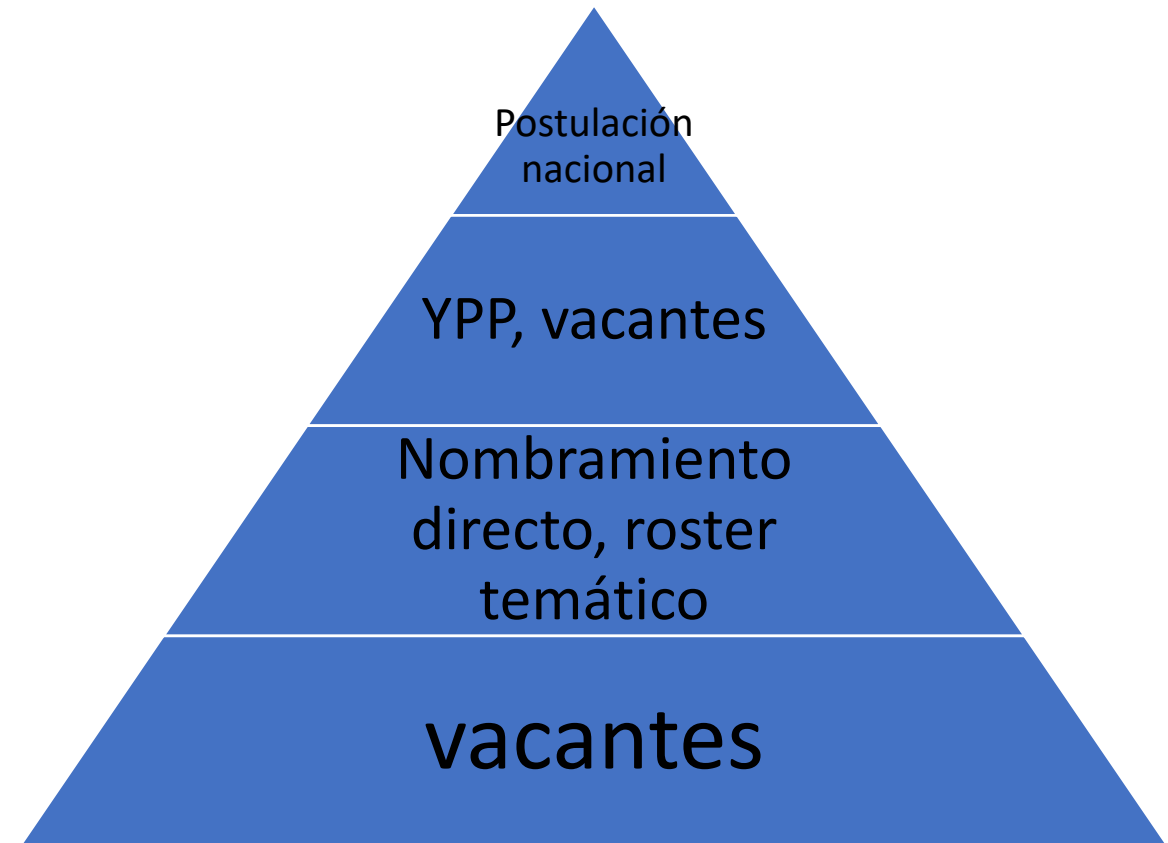


VACANTES



IMPLEMENTADORES/CONTRATISTAS

# Niveles y formas de ingreso



# Características

## Voluntariado

- Egresados
- Pago simbólico
- Hardship

## Internships

- Estudiante posgrado
- Créditos

## YPP

- Posición de inicio
- Países específicos
- Áreas temáticas

## Consultorías

- Networking
- Empresas contratistas
- Proyectos en terreno

# Career Path



Anastasia WILSON  
Chief, Human Resources  
Duty Station: Beirut, LEBANON



# Trabajo en HQ vs trabajo en el terreno



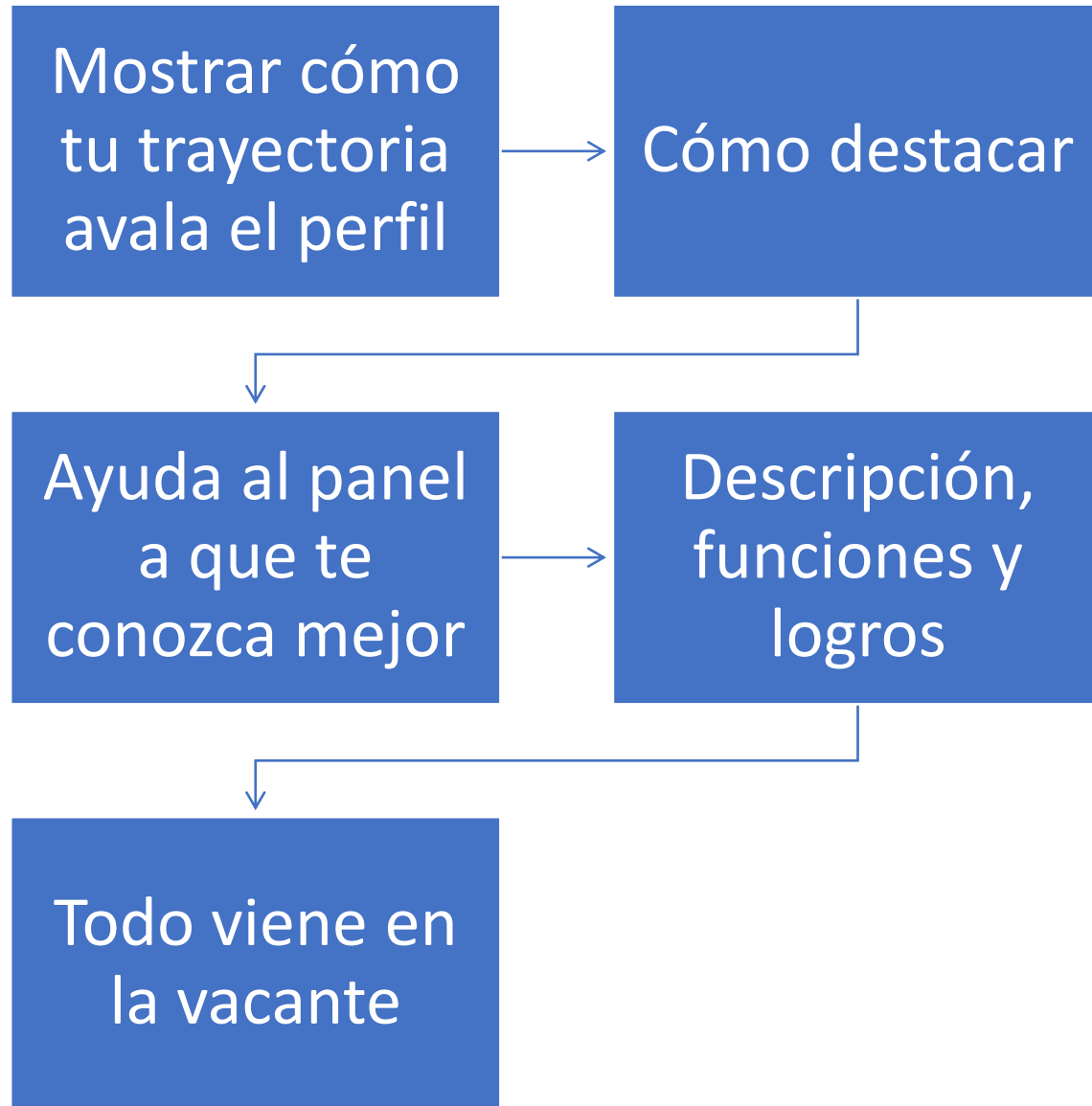
## Sede

- Trabajo de escritorio
- Cliente interno
- Influencia en planeación y políticas
- Cultural laboral organizacional



## Terreno

- Trabajo directo con el beneficiario
- Influencia en la implementación
- Cultura laboral del país



*Habilidades blandas*

*Conocimiento tecnológico*

*Trabajo transversal*

*Relación con el cliente*

## Job Opening

|                            |                                                   |
|----------------------------|---------------------------------------------------|
| <b>Posting Title:</b>      | Associate Programme Management Officer, P2        |
| <b>Job Code Title:</b>     | Associate Programme Management Officer            |
| <b>Department/Office:</b>  | United Nations Office for Disaster Risk Reduction |
| <b>Duty Station:</b>       | GENEVA                                            |
| <b>Posting Period:</b>     | 14 May 2020 - 27 June 2020                        |
| <b>Job Opening Number:</b> | 20-Programme Management-UNDRR-135222-R-Geneva (X) |
| <b>Staffing Exercise</b>   | N/A                                               |

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Apply Now

### Org. Setting and Reporting

Created in December 1999, the United Nations Office for Disaster Risk Reduction (UNDRR) is the designated focal point in the United Nations system for the coordination of efforts to reduce disasters and to ensure synergies among the disaster reduction activities of the United Nations and regional organizations and activities in both developed and less developed countries. Led by the United Nations Special Representative of the Secretary-General for Disaster Risk Reduction (SRSG), UNDRR has over 100 staff located in its headquarters in Geneva, Switzerland, and in regional offices. Specifically, UNDRR guides, monitors, analyses and reports on progress in the implementation of the Sendai Framework for Disaster Risk Reduction 2015-2030, supports regional and national implementation of the Framework and catalyses action and increases global awareness to reduce disaster risk working with U.N. Member States and a broad range of partners and stakeholders, including civil society, the private sector, parliamentarians and the science and technology community.

### Responsibilities

Under the supervision of the Programme Management Officer and the Global Risk Assessment Framework (GRAF) Coordinator, and the overall guidance of the Chief of Section, Global Risk Analysis and Reporting, the incumbent contributes to the establishment, development and roll-out of the GRAF, responsible of the following duties:

- Works with clients and partners to facilitate the establishment, development and roll-out of GRAF Country Pilots, through: desk-based research; coordination and liaison with GRAF partners and UNDRR regional offices; monitors and analyses specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; identifies and tracks follow-up actions.
- Assists in design, planning, organisation and facilitation of the GRAF Expert Group, including but not restricted to preparing inputs, presenting, taking minutes and reporting, meeting organisation, membership management and renovation. Assists in planning and facilitating the establishment of GRAF Working Groups (WG), their operationalization and regular running, including through managing Calls for Expression of Interest, WG selection and membership management, support to work planning, implementation and reporting, etc. Undertakes outreach activities for expanding the GRAF membership and supports the GRAF Coordinator in maintaining regular contact with key stakeholders; participates in and makes presentations on assigned topics/activities.
- Supports research, design and development of the online GRAF Collaboration Platform, and information management initiatives as required. Supports development of the GRAF website, including elements focused on onboarding and welcoming new members. Carries out deskbased research on selected aspects of GRAF, to include collecting, analysing and presenting statistical data and other information gathered from diverse sources. Contributes to the preparation of various written outputs related to GRAF, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides substantive support for liaison, coordination and interaction between UNDRR business units, including the COP Risk Knowledge.
- Supports activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.). Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics and content, identifying and proposing participants, preparation of background documents and presentations, handling logistics, etc.
- Performs other duties related to the GRAF or the Global Assessment Report (GAR) or related special reports as required.

## Competencies

### PROFESSIONALISM

Knowledge and understanding of concepts and approaches relevant to programme/project management. Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

### TEAMWORK

Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Builds consensus for task purpose and direction with team members; Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### COMMUNICATION

Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

## Education

Advanced university degree (Master's degree or equivalent degree) in business or public administration, disaster risk management, risk analytics, climate science, political science, social science or a related field. A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree. Project management training is desirable.

## Work Experience

A minimum of two years of progressively responsible experience at the national and/or international level in programme or project management, multi-stakeholder partnership coordination and/or management, public administration, sustainable development or related area is required

A minimum of 1 year of experience in disaster risk reduction is desirable.

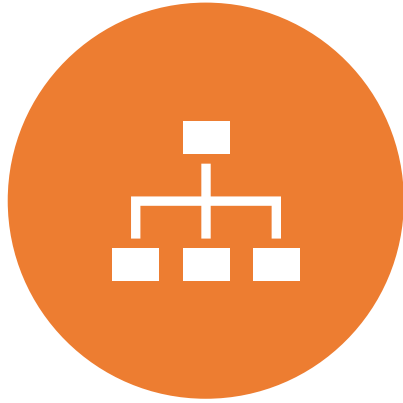
A minimum of 1 year of experience in relationship management of public and private sector bodies, scientific or academic institutions is desirable.

Experience in design and development of online platform is desirable.

## Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

# Evaluación escrita



CONOCER LA  
ORGANIZACIÓN



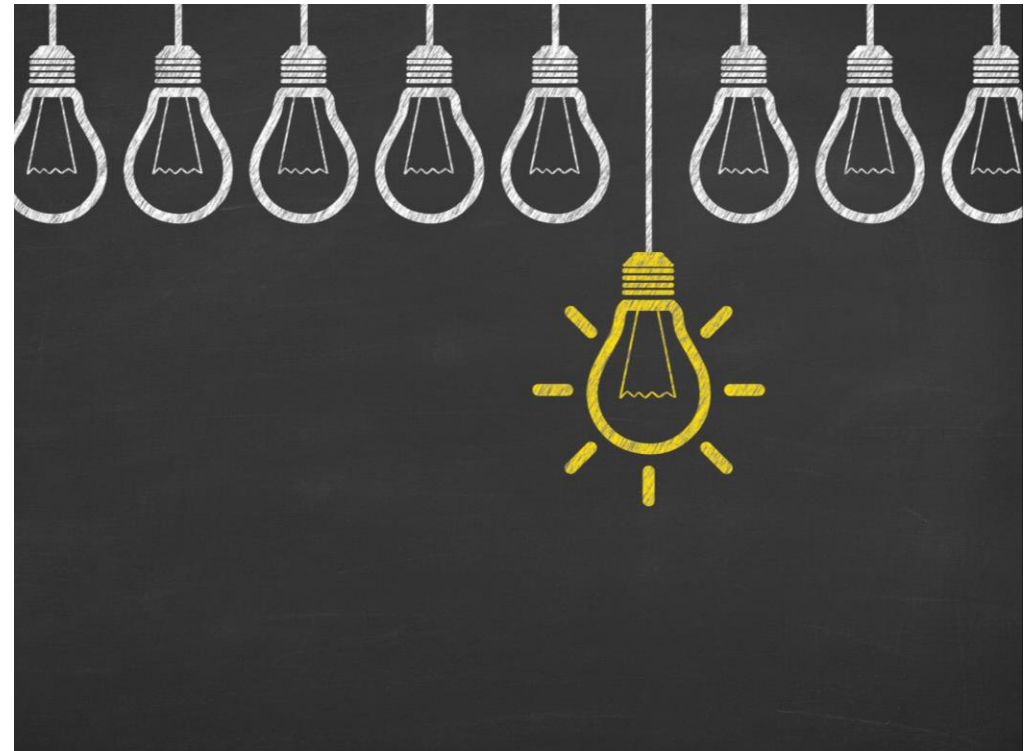
CONOCIMIENTO  
TÉCNICO



FORMA DE ORGANIZAR  
IDEAS

# Entrevista

- Competencias
- Reflexionar
- Fases: inicio, motivación, competencias, preguntas del candidato
- Contexto, situación, acción, resultado, aprendizaje



# Voluntariado



Redacción & Edición (16)



Desarrollo informático (15)



Desarrollo & Gestión de proyectos  
(13)



Sensibilización & Promoción (12)



Investigación (10)



Formación & Preparación (8)



Administración (6)



Liderazgo & Estrategia (1)



Acción comunitaria (1)

<https://www.onlinevolunteering.org/>

# Dónde buscar

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 United Nations  
**careers**

## Job Openings

For information on how to apply for a job, go to [Application Process](#) page. To read about recent changes to the application process, [click here](#).

Applications from women candidates are strongly encouraged.

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts.

| Professional and higher categories                                          | Field services |        | General services and related categories |                      | National Professional Officers                          | Internship   |            |
|-----------------------------------------------------------------------------|----------------|--------|-----------------------------------------|----------------------|---------------------------------------------------------|--------------|------------|
| Job Title                                                                   | Level          | Job ID | Job Network                             | Job Family           | Department/Office                                       | Duty station | Deadline   |
| <a href="#">PROGRAMME OFFICER</a>                                           | P-3            | 135153 | Economic, Social and Development        | Programme Management | Economic Commission for Latin America and the Caribbean | SANTIAGO     | 03/07/2020 |
| <a href="#">PROGRAMME MANAGEMENT OFFICER (Special Assistant)</a>            | P-4            | 136013 | Economic, Social and Development        | Programme Management | Department of Safety and Security                       | NEW YORK     | 02/07/2020 |
| <a href="#">Chief Payroll and Disbursement Unit (Chief Finance Officer)</a> | P-3            | 134024 | Management and Administration           | Finance              | Economic Commission for Africa                          | ADDIS ABABA  | 02/07/2020 |
| INDEPENDENT                                                                 |                |        |                                         |                      |                                                         |              |            |

<https://careers.un.org/>

Está usted en: INICIO > SERVICIOS AL CIUDADANO > OPORTUNIDADES PROFESIONALES Y FORMACIÓN > OPORTUNIDADES PROFESIONALES > ORGANIZACIONES INTERNACIONALES

## Organizaciones internacionales

- > Unidad de Funcionarios Internacionales
- > Novedades
- > Trabajar en Organizaciones Internacionales
- > Oportunidades de Trabajo en NNUU
- > Oportunidades de Trabajo en OOI
- > Cómo presentar una candidatura
- > Programas para jóvenes profesionales y estudiantes

## Actualidad

## Novedades

En este apartado encontrará las últimas novedades y las últimas convocatorias de vacantes publicadas.

### Últimos puestos convocados

La Unidad de Funcionarios Internacionales publica un Boletín semanal en el que se incluyen los últimos puestos vacantes convocados por las Organizaciones Internacionales.

A continuación se encuentran disponibles los cuatro últimos Boletines y las vacantes publicadas en Boletines anteriores en plazo de presentación de candidaturas.

- Boletín semanal de vacantes 13-05-20.
- Boletín semanal de vacantes 06-05-20

## Twitter @MAECgob

19 may @MAECgob  
La situación creada por el #COVID19 centró la conversación entre los MAEs de #España y #Kazajstán (países a los que...

<https://t.co/Xi75AiEcpn>

19 may @MAECgob  
La ministra @AranchaGlezLaya mantuvo el 18/05 una conversación telefónica con Mukhtar Tileuberdi, ministro de Asun...

<https://t.co/YzAiyo9rMI>

19 may @MAECgob

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g until May  
31



code MAY2020

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## FEATURED JOBS

[How do I feature my job here?](#)

2 DAYS AGO



### Strategic Development and Grants Officer

The Preemptive Love Coalition · United States (Remote position)

Closing on 17 Jun 2020

Current

[Save](#)

2 DAYS AGO



### Market Systems Specialist

ACDI/VOCA · United States

Closing on 17 Jun 2020

Current

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UNV - United Nations Volunteers

**Closing in 14 days**

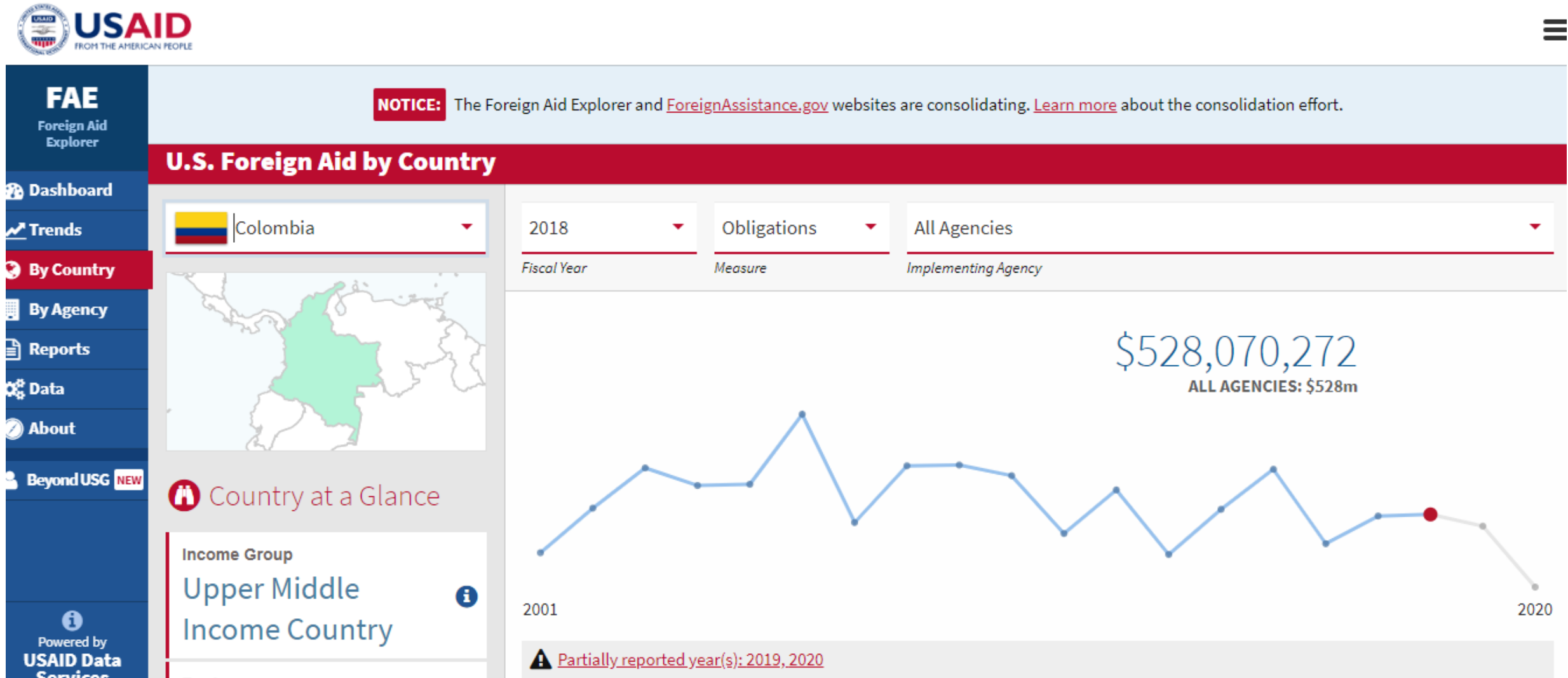
📍 Kigali (Rwanda) | International Specialist - Internationally recruited  
Volunteer

**New** Especialista en Soporte de Tecnología de Información y  
Comunicaciones- ICT Support

UNV - United Nations Volunteers



# Ejemplo contratistas



<https://explorer.usaid.gov/cd/COL>

**NOTICE:** The Foreign Aid Explorer and [ForeignAssistance.gov](https://foreignassistance.gov) websites are consolidating. [Learn more](#) about the consolidation effort.

## FAE

Foreign Aid  
Explorer

Dashboard

Trends

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By Agency

Reports

Data

About

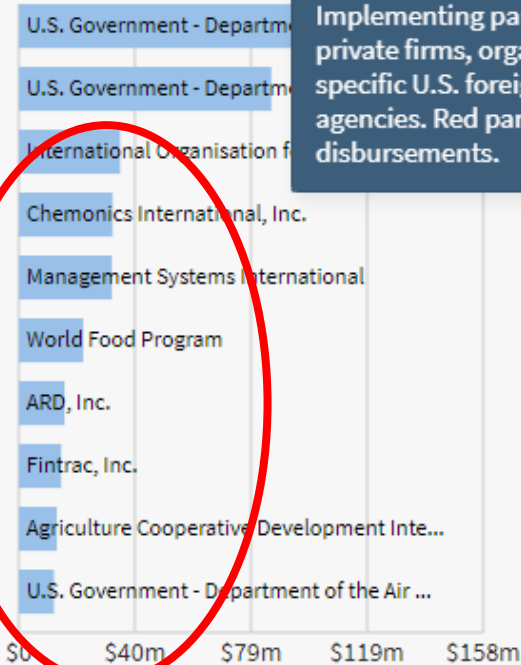
Beyond USG **NEW**

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**USAID Data  
Services**

### Top Activities



### Top Partners



### Top Sectors



#### TOP PARTNERS:

Implementing partners are the government agencies, private firms, organizations, or other parties that execute specific U.S. foreign assistance work for implementing agencies. Red partners denote de-obligations or negative disbursements.

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✕ Colombia

|          |                                                           |          |
|----------|-----------------------------------------------------------|----------|
| 05/14/20 | <a href="#">Deputy Chief of Party   Colombia   2020</a> ▸ | Colombia |
| 05/12/20 | <a href="#">Chief of Party   Colombia   2020</a> ▸        | Colombia |
| 12/26/19 | <a href="#">Team leader   Latin America   2020</a> ▸      | Colombia |

# Conclusiones



Planificar  
estrategia



Potenciar  
experiencia



Establecer  
objetivos



Conocer las  
organizaciones

# RED UNAM DC



## ¡Muchas gracias!

**Mtro. Mauricio Bastián Olvera**

**@Mau\_Bastien @RedUNAMDC**

**gmbastien@gmail.com**