



Recruitment and Selection Policy For UN Volunteers





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I. Scope

1. The Recruitment and Selection Policy for UN Volunteers establishes the guiding principles and rules applicable to UNV's recruitment and selection procedures for all types and categories of UN Volunteer assignments.
2. The Policy applies to UN Volunteers and candidates. UN Host Entities and UN Volunteers Funding Partners by extension fall under this policy applicability. The policy will be reviewed every 24 months, and amended versions issued as necessary.
3. Online Volunteers are not within the scope of this Policy. The recruitment of Online Volunteers is governed by the publicly available Terms of Use promulgated and published by UNV.

II. Roles and Responsibilities

4. UNV is responsible for the recruitment of all UN Volunteers. Accordingly, all recruitments and selections for UN Volunteer assignments must follow the relevant UNV application process and related recruitment and selection policy and procedures.
5. For competitive recruitments, UNV is responsible for identifying, shortlisting, and submitting potential candidates who fulfil the requirements of the United Nations Host Entity (UN Host Entity) as outlined in the applicable Description of Assignment (DoA) and of the UNV assignment type and category. UNV may include or exclude candidates based on eligibility criteria of the DoA and of the UNV assignment type and category.
6. For direct recruitment, the UN Host Entity Hiring Manager is responsible for identifying and selecting candidates; ascertaining the candidate does not have family members in the recruitment process, a subordinate or superior position; and performing references checks, conflicts of interest and other eligibility clearances, including screening questions.
7. For both competitive and direct recruitment, the UN Host Entity Hiring Manager is responsible for selecting the final candidate within the timeframe established by UNV, which begins when UNV submits the profiles to the UN Host Entity. Should the UN Host Entity Hiring Manager not meet the timeframe set by UNV, his/her request for UN Volunteer assignments may be delayed or canceled.
8. When proposing and selecting UN Volunteer candidates, UNV and the relevant UN Host Entity respectively shall pay due regard to diversity considerations, including, but not limited to, gender balance, geographical distribution, and age distribution, in accordance with the principles of the United Nations.



III. Guiding Principles

9. The following principles will guide the recruitment and selection of UN Volunteers:

Volunteerism: Volunteer experience will be given due consideration alongside other forms of professional experience in the recruitment and selection of UN Volunteers.

Competition: For competitive recruitment, selection will follow a fair competitive process for all types and categories of UN Volunteer assignments.

Objectivity: Candidate screening will be conducted with professional rigor. Candidates will be measured against clearly articulated requirements in DoA as well as the type and category eligibility criteria.

Diversity: UN Volunteer assignments aim to reflect all forms of diversity¹ and will strive to include equal² numbers of men and women, as well as a wide distribution of nationalities and individuals from under-represented groups³, including persons with disabilities⁴.

Non-Discrimination: Subject to the principle of recruiting UN Volunteers on as wide a geographical basis as possible, UNV will not discriminate in its recruitment and selection processes on the grounds of race, national or ethnic origin, color, religion, age, sex, gender identity, sexual orientation, marital status, family status or disability.

Transparency: All phases of the recruitment and selection processes for UN Volunteers will be conducted in an open and documented manner to the fullest extent possible.

IV. Eligibility Considerations

Integrity

10. A candidate who has been summarily dismissed or separated from the United Nations System (UN System) for disciplinary reasons shall be barred from serving as a UN Volunteer for a period of time in accordance with the disciplinary measure imposed.

¹ In line with the thrust of gender equality the Recruitment and Selection Policy for UN Volunteers aims to incorporate, to the extent possible equality of trans and gender non-conforming individuals to serve as UN Volunteers, within the principles of the [UN-Globe Recommendations for Inclusive Workplaces for Trans and Gender Non-conforming Staff](#).

² UNV aligns with the principles set forth in UNDP's [Gender Equality Strategy](#) as well as the steps suggested in the [UN System-Wide Strategy on Gender Parity](#). Gender parity standard establishes a default breakdown of 50/50 male and female but as a service provider to the UN system, UNV will consider specific UN Host Entity requests based on their own needs to address gender parity.

³ Including but not limited to refugees.

⁴ UNV affirms the UN principle of leaving no one behind and aligns its work with the [United Nations Disability Inclusion Strategy \(UNDIS\)](#).



11. Furthermore, a candidate who has resigned from any contractual relationship with the UN System, including as a UN Volunteer, while under investigation or in the course of disciplinary action, shall be barred from serving as a UN Volunteer until he/she is fully cleared from the allegations of misconduct raised against him or her.
12. A candidate who is on the below lists is ineligible to serve as a UN Volunteer:
 - Clear Check (permanent)
 - UN Sanctions List (permanent)

The UN System may have other mechanisms, in addition to the above, that render an individual ineligible to serve as a UN Volunteer.

Family Relations

13. Candidates must disclose to UNV all family members serving within the UN System. The disclosure is not limited to spouse or partner, father, mother, son, daughter, brother, or sister, but also extends to any other family relationships. Any changes to an individual's family relationship with another person serving within the UN System that would fall within the definition of family relations must be disclosed as soon as the relationship is known.
14. If the candidate has not disclosed that he/she was related to an individual serving within the UN System, irrespective of the nature of the family relationship, this may constitute a basis for withdrawing the Offer or terminating the UN Volunteer assignment.
15. To avoid real or perceived family influence or conflict of interest, certain family relations of a given candidate who are serving in the UN System, namely the candidate's spouse or partner, father, mother, son, daughter, brother, or sister, will not be permitted to participate in the recruitment and selection process nor to have any reporting line to the candidate.

Break in Service

16. UNV will not require any break in service under any contract for candidates applying to serve as a UN Volunteer.

Time in Assignment

17. Serving UN Volunteers will not be considered for other UN Volunteer assignments until they reach three (3) months before the End of Contract (EoC) date of their current UN Volunteer assignment. This provision applies equally to first and subsequent Contracts.

Multiple Application

18. External candidates and serving UN Volunteers who are not subject to the above Time in Assignment limits can apply for and be considered for multiple assignments.
19. Once they have accepted an Offer for a UN Volunteer assignment, selected candidates, both external and serving UN Volunteers, will be blocked from further consideration of any other assignments to which they have applied.



Reference Checks

20. As part of their application to UNV, candidates must provide a minimum of three (3) references to be considered for any UN Volunteer assignment. Reference checks will be conducted at the request of UN Host Entities, who will determine the nature of referees, whether professional and/or academic. Referees may be requested to provide UNV verifications as to the credentials of the candidate, including but not limited to educational background, employment history, as well as questions concerning competencies and behavior.

Technical Clearance

21. Clearance of UN Volunteer candidates in specific technical areas is mandatory and is performed by the relevant UN technical body upon request by UNV.
22. When technical clearances are required for specific profiles, the candidate must be cleared before the recruitment process can be finalized.

Screening Questions

23. Interested candidates will be asked screening questions to determine eligibility to serve as a UN Volunteer. UNV will alert the UN Host Entity Hiring Manager of any issues of concern that arise from the screening questions for their review and decision-making on whether the candidate should be included in the recruitment process.

V. Recruitment and Selection Methods

24. UN Volunteers may be recruited and selected using the following methods:
 - Competitive Recruitment through advertisement
 - Sourcing from outreach
 - Sourcing from UNV Talent Pool
 - Direct Recruitment

VI. Competitive Recruitment

Competitive Recruitment Criteria

25. The following criteria are required for a competitive recruitment to be completed:
 - ✓ Open Advertisement Window Period
 - ✓ Outreach and/or Talent Pool Search
 - ✓ Long-listing of candidates



- ✓ Short-listing of candidates
- ✓ Interview or Desk Review Report
- ✓ Technical and Other Clearances, when applicable
- ✓ Reference checks, when applicable

Advertisement

26. A competitive recruitment and selection process through public advertisement of the UN Volunteer assignment is the standard, default recruitment and selection method for UNV. The standard period for public advertisement is 14 calendar days. The UN Host Entity may request UNV to set longer or shorter public advertisement periods.
27. UNV's competitive recruitment methods are not mutually exclusive. Thus, sourcing through outreach may be sought in conjunction with sourcing from the UNV Talent Pool, described below, when deemed appropriate by UNV Volunteer recruitment staff.
28. If the initial advertisement is unsuccessful in attracting enough qualified candidates to produce a long list and/or short list, the UN Host Entity can request UNV to re-advertise the assignment or extend the advertisement period. The relevant UNV Volunteer recruitment staff will advise the UN Host Entity on the best methods to attract the required talents, including advertisement extension or re-advertisement, and proceed accordingly.

Advertisement Extension

29. Advertisement extension is when UNV extends the application deadline for an ongoing recruitment. Advertisement extension is a continuation of an existing advertisement and does not restart the recruitment process.

Re-advertisement

30. Re-advertisement is when a DoA is reposted because the DoA was changed or the selected candidate did not accept the UN Volunteer assignment Offer. Re-advertisement is a new advertisement and restarts the recruitment process.

UNV Talent Pool

31. UNV's Talent Pool is a database of candidates who have expressed interest in becoming a UN Volunteer and have created a profile in the UNV Unified Volunteer Platform.
32. UNV may contact those candidates in the UNV Talent Pool who it has determined may meet a UN Volunteer assignment's requirement to encourage them to apply to the advertised assignment. Candidates sourced from the UNV Talent Pool will be assessed in the same manner as candidates who have applied at their own initiative. The sourcing from UNV Talent Pool is a competitive recruitment mechanism.



Long Listing

33. To be long-listed, candidates must, at a minimum, meet the eligibility requirements for the UN Volunteer assignment, including requirements based on its type and category. Additionally, UN Host Entities may require specific, mandatory academic and/or professional experience as set out in the DoA.

Short Listing

34. The short-list includes candidates who have been positively identified through an assessment of the desirable requirements established in the DoA.
35. To the extent possible, the shortlist will have a minimum of three (3) and a maximum of five (5) candidates.
36. UNV may also provide up to ten (10) candidates in a short list, if requested and when possible, without any justification required.
37. Requests for more than ten (10) candidates in a short list may be made at either the DOA creation stage and/or after submission of shortlist. Such requests will require justification by the UN Host Entity to allow UNV to respond to its specific talent needs.

VII. Direct Recruitment

UNV Requirements

38. The UN Host Entity Hiring Manager must adhere to and complete all UNV requirements for Direct Recruitment. This must be confirmed by the relevant UN Host Entity's Chief of Office, Head of Office, or Deputy level official.
39. The following criteria are required to complete the Direct Recruitment:
 - ✓ Direct Recruitment form
 - ✓ Technical Clearances, when applicable
 - ✓ Reference checks confirmation, when applicable

Direct Recruitment may be used, on an exceptional basis to fill a UN Volunteer assignment as an alternative method to a competitive process.

Eligibility

40. Direct Recruitment may be undertaken when any of the following Assignment or Candidate criteria are met:
41. Assignment Criteria



- When a UN Host Entity cannot conduct a competitive recruitment process due to an emergency situation or exigent circumstances, as determined by a UN Host Entity and confirmed by the respective UNV Regional Office.
- Where the Direct Recruitment would facilitate the UN Host Entity's goal of diversity and inclusion.
- To enable an individual to continue to do similar tasks with a UN Host Entity that began under a non-UN Volunteer contract and that aligns to the requirements of a UN Volunteer assignment.

42. Candidate Criteria

- To mobilize a former Online Volunteer with a positive rating and certificate of service for an onsite UN Volunteer assignment;
- To mobilize a former UN Volunteer who has served and completed a UN Volunteer assignment with positive performance appraisal(s);
- To mobilize a retired UN Staff Member or former UN Personnel with positive performance appraisal(s) and/or references;
- To mobilize any other candidates recommended by the UN Host Entity on the basis of the requirements specified in the DoA.

Direct Recruitment Compliance

43. UNV may request supporting documentation from the UN Host Entity for audit or any other purpose, and may reject any request for Direct Recruitment that, in UNV's sole determination, does not comply with UNV's policy and procedures relating to Direct Recruitment.

VIII. Emergency and Crisis Response

44. UNV is committed to responding to the UN System's recruitment needs when possible and where rapid mobilization of UN Volunteers is considered essential.
45. Aspects of the recruitment and selection policy and standard operating procedures (SOPs) may be modified by UNV when responding to emergencies and crises.

IX. Personal Data Protection and Privacy

46. United Nations Volunteers (UNV) applies the [United Nations Principles on Personal Data Protection and Privacy](#) as well as the UNDP Personal Data Protection Policy. These policies specify the duties and obligations of the UNV programme in the processing of personal data by, or on behalf of, UNV in carrying out its mandated activities.



X. Ethical Use of Artificial Intelligence

47. UNV aims to align with the [Principles for the Ethical Use of Artificial Intelligence in the United Nations System](#) (the Ethical AI Principles), which provides a basis for a framework for the ethical use of AI by the UN System throughout all stages of an AI system lifecycle.