Make Your Career Move

UC Berkeley
April 28, 2015

Presenter:
Susan Musich
Executive Director & Founder
Passport Career

Agenda

Introduction
The VSPA & CALcierge Passport Career Program
Networking & LinkedIn Strategies
Employment Strategies with the UN & Other Intergovernmental Agencies
H1b Employer Strategies & Important Alternatives
Q&A
Wrap-Up
Let’s learn about... YOU!

Passport Career Overview

- Global, online career strategy system
- 80+ countries
- 250+ cities
- 15,000+ pages of content
- 300+ contributing experts
- Launched 5 years ago
Passport Career Philosophy

A resource is only as good as the strategy behind it.

What we can cover today

Passport Career Summary:

- Global & strategic focus
- 15,000+ content pages
- 10,000+ pictures/videos
- 80+ countries
- 250+ cities
- Interactive tools & databases
- Live, online training events

There’s a LOT more to see
I got interviews, often many rounds, but couldn’t get an offer. There are very few jobs in my field. I am interested in a career change but do not know where. The UN is a good option, but seems hard to get. There are very few jobs in my field. I am interested in a career change but do not know where. Now that I’m graduating, I will lose the chance of on-campus recruitment…I fear I might lose the interview opportunities.

It’s time to reboot your job search

I want to apply interest in working or innovative companies in either research or running real projects. What should I do to facilitate the transition between academia and international institutions?
How did you find your last job?

5 Cultural Barriers & Strategies

1. Self-Promotion
   - Discuss goals and accomplishments.
   - Assertive in making case, initiating calls and following up with contacts.

2. Directness in Communication
   - Open and direct questions and answers
   - Firm handshake, eye contact
   - Confident, but relaxed posture

3. Self-Disclosure
   - Likes and dislikes
   - Strengths and weaknesses

4. Career Self-Awareness
   - Discuss knowledge of yourself, career goals, and how they relate to the job

5. Individual Responsibility in Finding Employment
   - Create networks—personal and professional
   - Generate resources to identify job possibilities
   - Career services does not find you a job
   - You must take control of your job search and career...

Adapted from the University of Michigan-International Center's "Cultural Barriers in the Job Search"
Networking & LinkedIn STRATEGIES

LinkedIn Basics

1. Create a Profile!
2. Strategize & Maximize!
3. Join Groups and Network!
10 Tips for An Awesome Profile

Create a Profile!
What were you thinking, Jim? 😞
5 TIPS FOR AN AWESOME PHOTO!

1. Casual
2. Smiling
3. Close-up
4. Attire reflects industry
5. Eyes are looking at you!

LinkedIn Strategies
Maximizing your access

Strategize & Maximize!
Strategies to maximize LinkedIn

1. Go to Settings: Allow name and headline to be seen.
2. Add your LinkedIn profile URL to your resume or CV and your email sig line.
3. Change the words “Personal Website” to a more appealing description.
4. Consider paying for the “Job Seeker” member account.
5. Invite others to connect with you!

Strategies to maximize LinkedIn

6. Check who “Views” your profile. Reach out to them!
7. Review network updates on the News Feed to find connection activities.
8. Search for jobs by country!
9. Find alumni working in your target destination!
10. Download the LinkedIn Job Search App!
Check out the LinkedIn **JOB SEARCH APP**

**PURPOSE:**
Research and apply for jobs without distractions of other LinkedIn functions.

**BENEFITS:**
- Private!
- Job search filters
- Save searches
- Save jobs
- Recommends positions
- Set alerts

---

**Networking Strategies**
Isn’t that what it’s all about?

Join Groups and Network!
Your profile is 5 times more likely to be viewed when you join and participate in groups!

Tips to start or join a conversation in GROUPS

Be thoughtful: Ask thought provoking questions relevant to the interest and intent of the group.

Be helpful: Provide insightful answers that can really help another member. If you’re sharing an article, it’s helpful to provide context on its relevance to the group to guide the discussion or just get things started.

Be relevant: Remember to focus on sharing content and questions that aren’t self-promotional in nature.
UN & Related Agencies

Strategies for Employment in the U.S. or 180+ Countries!

Tech Data Analyst/Business Analyst
Urban Design for

There’s an agency hiring in your career field

International Development
Cross-sector Impact Assessment Analyst Measurement & Evaluation
**WHAT ARE?**

Intergovernmental Organizations (IGOs)

International Organizations

Multilateral Organizations

International Agencies

3 or more country governments working together.

The governments are the “stakeholders”

**United Nations**

THE LARGEST OF ALL IGOs

192 member states (country governments)

Most agency headquarters in:

NEW YORK CITY, GENEVA, NAIROBI, VIENNA, COPENHAGEN

6 official languages:

ARABIC, CHINESE, ENGLISH, FRENCH, RUSSIAN, SPANISH
United Nations
ADMINISTRATIVE BODIES

UN Secretariat
Provides studies, information and facilities needed by the UN
- OHCHR Office of the High Commissioner for Human Rights
- OCHA UN Office for the Coordination of Humanitarian Affairs
- UNOG UN Office at Geneva
- UNOV UN Office at Vienna
- UNON UN Office at Nairobi
- UN Information Centres
- ReliefWeb
- UN Board of Auditors

There are additional UN Administrative Bodies. Below are the better known and of greater interest to job seekers.

The General Assembly
The main deliberative assembly
COMMITTEES:
- First: Disarmament & International Security
- Second: Economic & Financial
- Third: Social, Humanitarian & Cultural
- Fourth: Special Political & Decolonization
- Fifth: Administrative & Budgetary
- Sixth: Legal

The Programmes and Funds apply UN rules and regulations in the realm of administration and personnel. So they share recruitment policies

United Nations
PROGRAMMES & FUNDS

- ITC—International Trade Centre
- UNCTAD – UN Conference on Trade & Development
- UNODC—UN Office on Drugs and Crime
- UNEP—UN Environment Programme
- UNICEF—UN Children’s Fund
- UNDP—UN Development Programme
- UN WOMEN—UN Women
- UNFPA—UN Population Fund

- UNHCR—Office of the UN High Commissioner for Refugees
- UN-HABITAT—UN Human Settlements Programme
- UNRWA—UN Relief and Works Agency for Palestine Refugees in the Near East
- UNCDF—UN Capital Development Fund
- WFP—World Food Programme

Copyright 2015 by Passport Career, LLC. All rights reserved.
United Nations
RESEARCH COMMISSIONS & RESEARCH & TRAINING INSTITUTES

6 RESEARCH & TRAINING INSTITUTES
- UNIDIR UN Institute for Disarmament Research
- UNITAR UN Institute for Training & Research
- UNICRI UN Interregional Crime & Justice Research Institute
- UNRISD UN Research Institute for Social Development
- UNSSC UN System Staff College
- UNU UN University

5 REGIONAL COMMISSIONS
- ESCAP UN Economic and Social Commission for Asia & the Pacific
- ESCWA UN Economic and Social Commission for Western Asia
- UNECA UN Economic Commission for Africa
- UNECE UN Economic Commission for Europe
- ECLAC UN Economic Commission for Latin America and the Caribbean

United Nations
SPECIAL AGENCIES

9. World Bank Group (WBG)
10. World Health Org (WHO)
11. World Intellectual Property Org (WIPO)
12. World Meteorological Org (WMO)
13. World Tourism Org (UNWTO)
15. Universal Postal Union (UPU)

1. Food and Agriculture Org (FAO)
2. Int’l Civil Aviation Org (ICAO)
3. Int’l Fund for Agricultural Development (IFAD)
4. Int’l Labor Org (ILO)
5. Int’l Maritime Org (IMO)
6. Int’l Telecommunication Union (ITU)
7. UN Educational, Scientific and Cultural Org (UNESCO)
8. UN Industrial Development Org (UNIDO)

Independent agencies with their own rules, membership, organs and financial resources.
United Nations
OTHER UN ENTITIES

- UNAIDS—Joint UN Programme on HIV/AIDS
- UNOPS—UN Office for Project Services
- UNOP—UN Office for Partnerships
- OHCHR—Office of the UN High Commissioner for Human Rights
- UNFCCC—UN Framework Convention on Climate Change
- UNISDR—UN International Strategy for Disaster Reduction
- UNCITRAL—UN Commission on International Trade Law
- ISA—International Seabed Authority
- UNGWG—UN Geographic Information Working Group
- OOSA—Office for Outer Space Affairs
- UNCC—UN Compensation Commission
- UNMAS—UN Mine Action Service
- UNPA—UN Postal Administration
- UNEG—UN Evaluation Group
- UNCS—UN Common Supplier Database
- UNCCD—UN Convention to Combat Desertification

Complete UN organization listing:
WWW.UNSCEB.ORG/DIRECTORY

DON’T FORGET ABOUT
Non-UN IGOS

- African Development Bank
- Asian Development Bank
- InterAmerican Development Bank
- PAHO—Pan American Health Organization
- OAS—Organization of American States
- ASEAN—Association of South East Asian Nations
- European Union Agencies/Councils
- European Bank for Reconstruction and Development
- European Economic and Social Committee
- European Environmental Agency
- European Investment Bank
- International Joint Commission
- Islamic Development Bank
- Latin American Integration Association
- League of Arab States
- Nordic Council
- Organization for Economic Cooperation and Development
- Organization of Petroleum Exporting Countries
- South Asian Association for Regional Cooperation
- ...and many more!
Where to find lists of IGOs

<table>
<thead>
<tr>
<th>Source</th>
<th>Web Site</th>
<th>What you will find</th>
</tr>
</thead>
<tbody>
<tr>
<td>Union of International Associations</td>
<td><a href="http://www.uia.org/ybio/">www.uia.org/ybio/</a></td>
<td>The limited version provides general information on over 67,000 international organizations, including IGOs. Check if your library has the latest copy of or online access to the UIA’s “Yearbook.”</td>
</tr>
<tr>
<td>Northwestern University</td>
<td>libguides.northwestern.edu/IGO</td>
<td>Good listing with more than 100 IGOs with a separate breakdown of the UN (not complete UN list) and the European Union.</td>
</tr>
<tr>
<td>University of Michigan</td>
<td><a href="http://www.personal.umich.edu/~graceyor/govdocs/intrl.html">www.personal.umich.edu/~graceyor/govdocs/intrl.html</a></td>
<td>Extensive alphabetical list, many with descriptions of agencies.</td>
</tr>
<tr>
<td>UN List of other IGOs</td>
<td><a href="http://www.un.org/en/members/intergovorg.htm">www.un.org/en/members/intergovorg.htm</a></td>
<td>Excellent list of non-UN IGOs that participate as observers in the UN sessions and General Assembly. Many have permanent offices at the UN HQ offices.</td>
</tr>
<tr>
<td>Wikipedia</td>
<td>en.wikipedia.org/wiki/List_of_intergovernmental_organizations</td>
<td>Although not comprehensive, this list is nicely organized by sectors and represents some of the better known IGOs.</td>
</tr>
</tbody>
</table>

Why Target IGOs?

1. Seek diverse nationalities, many with a preference to hire non-nationals to work in the host-country office (e.g., prefer to hire non-U.S. nationals for the New York or Washington, DC office)

2. Value international experience, language skills & global savvy.

3. Hire consultants & staff both in-country and via HQ and provide work permit and visa support as most have unique arrangements with the host country government.

4. Most hire numerous consultants (short- and long-term) throughout the year in all career fields and at all levels.

5. Hire (staff and consultants) in most career fields, including: Finance, management, admin, HR, business, technology, education, health, and many/most others.
Types of Employment at IGOs

ADVANCED EXPERIENCE:
- Local Hires
- International Hires
- National Trust Funds
- Longer-term/Extended Consultants
- Short-term Consultants

EARLY IN CAREER:
- Junior Professional Associates
- Junior Professional Officers
- Junior Professional for Africans
- Internships
- Young Professionals
- Short-term Consultant

1. Login to Passport Career and find the list of agencies present in the country/city where you want to work and click on their website. If you don’t have a specific country in mind, then review the HQ countries/cities.

2. Click on the project section, sometimes called: Projects, Programs, Operations, etc.

3. Search for active or upcoming projects in your country of interest and your areas of experience and education.

4. Review the project results and determine how your background may be of interest to the project team. Remember there may be short-term consulting opportunities to help coordinate global conferences, evaluate programs, provide admin support, etc.

5. Identify project director, sometimes called: Team Lead, Chief of Mission, Project Lead, etc.

6. Determine email protocol for agency (such as lastname@un.org) by searching on website for any email of a staff person. Or, call the agency operator and tell them you have official correspondence to send to them via email.

7. Send direct email to the project director. Be sure to connect your background (experience, language skills, etc.) with the project or potential project needs.

8. Indicate your interest in consulting with them on the project to support their mission. Let them know where you are located (or will be located) and whether you are available to consult at their HQ location or on-site.

9. Include the timeframe of your availability (immediately, in 3 months, etc).

10. Attach resume/CV and send the email.

Copyright 2015 by Passport Career, LLC. All Rights Reserved.
PASSPORT CAREER’S STRATEGIC GLOBAL CAREER PROGRAM:
UC BERKELEY:
MAKE YOUR CAREER MOVE!

LOGIN TO PASSPORT CAREER FOR NEXT STEPS!

Passport Career & Your IGO Strategy

Go to the portfolio for your country of interest:
- On the top right corner of any page, SELECT COUNTRY or SELECT USA CITY. In the USA, only New York City and Washington, DC have multilaterals.

Learn and understand the communication protocol
- Go to the COUNTRY PORTFOLIO where you are interested in working.
- Click on CULTURE & BUSINESS PROTOCOL. Read all sections, but pay close attention to the section on COMMUNICATION.

Meet people who work at these agencies by networking
- Go to KEY CONTACTS NETWORKING and select EXPAT GROUPS
- Identify groups of interest and attend social events. In the cities where there are larger multilaterals, the employees and consultants often participate in their home country group!

Identify the agencies/organizations
- Click on TOP EMPLOYERS TO TARGET and select the city (if multiple cities) where you are interested in living/working. Most countries have the majority of multilaterals in the capital city, but that’s not always the case.
- Select UN & RELATED AGENCIES. Click on the agency links and start mining the databases!

STAY TUNED!
Passport Career is currently developing a section to be added to the online system later this year with detailed guidance and strategies to find opportunities with IGOs. We will announce it in your monthly newsletter once it is available online.

5 Strategies for a UN Job Search

What comes to mind when you think about working for the United Nations? Most of us probably equate the UN with the iconic skyscraper on New York City’s east side. But the United Nations is so much more. Yes, the building is beautiful, with conference rooms and art from all around the world. World leaders gather there to discuss and seek solutions to issues from peace, poverty and human rights to sustainable development. However most of the UN’s work is done in the field by highly diverse employees in remote locations all over the globe.

If you are interested in working for the United Nations, we have five tips to get you started:
- Learn what the United Nations Common System (UNCS) is and does.
- Diversify your job search and research the Duty Stations.
- Review the different recruitment programs and options to work at the UN.
- Identify what the hiring UN organization is seeking.
- Submit well-written, appropriate job applications.

#1 Learn what the United Nations Common System (UNCS) is and does
The UNCS is a family of organizations that share policies on salaries, allowances and other conditions of service. They have independent recruitment offices and practices, but there is some consistency across all organizations. For example, all organizations require five years of relevant experience for a P-3 level job.

The Common System includes the United Nations, its affiliated programs, 13 specialized agencies, and one special-status organization. There are more than 70,000 employees in over 600 duty stations around the world.

You need to understand what the UNCS is, how it works, and why it is relevant to your job search. It is critical that you understand the UNCS to be effective with your job search. For more information about the UNCS go to:

About the International Civil Service Commission:
icsc.un.org/about/default.asp

UN Job Opportunities: www.unsystem.org/jobs/job_opportunities.htm

UN Common System Overview & Compensation:
www.un.org/Depts/OHRM/salaries_allowances/common.htm

Copyright 2015 by Passport Career, LLC. All Rights Reserved.
5 Strategies for a UN Job Search

#2 Diversify your Job Search and Research the Duty Stations

Some UN Organizations have a stronger field presence, such as UNICEF and World Food Programme (WFP). Others have historically been based at headquarters (e.g., UN Secretariat), but that is also changing. The UN Secretariat’s Peacekeeping Operations is heavily field-based and many Secretariat employees rotate to different duty stations every few years.

Do not limit your search to the headquarters’ offices in New York, Geneva, Vienna and Bangkok where most job applicants compete. Instead, look at smaller duty stations that attract less applicant interest. For information about diverse job listings, visit the UN Job List. Here you can also learn about how different positions are getting significant online interest. Also be sure to check out the Advocacy section, which breaks down the jobs by agency. Keep in mind that applying to jobs that have attracted less attention online, may increase your chances to be noticed.

UN Job List: unjoblist.org/lists/toc
Analytics: unjoblist.org/analytics/
UN Global Marketplace: www.ungm.org/

#3 Review the different recruitment programs and options to work at the UN

The most well-known hiring program is the UN Secretariat’s Young Professional’s Program formerly called National Competitive Recruitment Exam. This is a great program to consider, but only if you are less than 32 years of age and represent the nationality and professional background that is pre-selected for the current year. For more information, review the UN Young Professional’s Program.

There is a bilateral program between a donor country and a UN Organization. To find out more, go to the UN Associates Expert Programme. There are internship programs for those of you in graduate school. Each UN Organization and, in some cases, duty station has its own program and recruitment system for internships. Do your research to learn about the ones of interest to you! You can read more at UN Internship Programme.

For those over 32 years of age, there are other ways to get your foot in the UN.

Consistencies can be found either jointly listed with regular jobs or through the Procurement division at the UN Global Marketplace website. For access, you must first register as a vendor. Be sure to check out more information about the UN Global Marketplace where you will also find instructions on how to register as a vendor.

#4 Identify what the hiring UN organization is seeking

The key question is: Do you have what it takes to do the job and succeed? Don’t spend time sending in applications unless you have most of the specific skills and experience required. Competition is fierce, and each vacancy may receive hundreds of applications.

Make sure you know the organization values and have the soft skills required in order to fit in and succeed. For most positions, you will need cross-cultural skills and the ability to work with geographically and culturally diverse people from all over the world in a team setting while demonstrating personal integrity. You may need to be able to perform under stress and duties while being a life-long learner with the flexibility to travel where help is needed.

To learn more about the required soft skills, research the websites of UN Organizations, attend relevant meetings and conferences, volunteer (if possible), and talk with your fellow students, professors, alumni or colleagues.

Next week, we’ll conclude this blog series by sharing tips on how to make your job application stand out among the competition.

UN Organizations: www.un.org/en/aboutun/structure/

#5 Submit well-written, appropriate job application

As mentioned previously, only apply for UN jobs where you have the required experience and skills. Be sure to write focused and concise descriptions of your experience and achievements. Avoid repetition and do not promise more than you can deliver.

Proofread thoroughly by spell-checking and asking someone with strong English skills to review your applications.

Many of the UN Organizations have application instructions and advice posted on their job sites. Take time to read them and follow their advice before you submit your application! Give them what they ask for. The UN Secretariat provides application tips as well as interview information.

A job search is a marathon, not a 100 meter sprint, especially in these economic times. If your dream is to one day work for a UN Organization, you need to be persistent, have what the organization needs, or acquire it through work and studies. With these elements you will be ready to navigate the UN job search process. Good luck with your UN job search!
H₁b Jobs

Strategies for Targeting H₁b Employers

Mechanical Engineering

People are hired each year on H₁b visas in your career field

Non-traditional Architectural Opportunities
# Passport Career’s Strategic Global Career Program:
## UC Berkeley:
### Make Your Career Move!

**Alternatives to H1b**

**U.S. Visa Strategies**

<table>
<thead>
<tr>
<th>E3</th>
<th>Specifically for nationals of: Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1b1</td>
<td>Specifically for nationals of: Chile &gt; 1,400 visas each year Singapore &gt; 5,400 visas each year</td>
</tr>
<tr>
<td>H3</td>
<td>Trainee: Training not available in your home country &amp; helps your career.</td>
</tr>
<tr>
<td>J1</td>
<td>Exchange Visitors: Intern, trainee, professor/research scholar.</td>
</tr>
<tr>
<td>L</td>
<td>Multinational: Executive, Manager or Specialized Knowledge with 1 year experience with corporation</td>
</tr>
<tr>
<td>TN NAFTA</td>
<td>Specifically for nationals of: Canada &amp; Mexico</td>
</tr>
</tbody>
</table>

---

**Your Value-Added as an International Professional**

1. **Experience outside the U.S.**
   - Education, internships, volunteer, employment

2. **Language skills**
   - English + your language

3. **Global & cultural knowledge**
   - Your country, region of the world, U.S. impact on global economy

---

Read the [Visa/Work Permits section of any USA City Portfolio on Passport Career](#) for details and key links to official information!
Q&A

Wrap-up
Let’s hear from you. . .

Q&A

on a final note. . .

. . . in the middle of difficulty lies opportunity.

– Albert Einstein