

Frequently Asked Questions (FAQ) – Group 2

Application for Group 2

1. What is Group 2?

[The Recruitment and Assignments Administrative Instruction \(RAAI\)](#), revised on 25 November 2019, introduced three applicant groups that can apply to internally and/or externally advertised positions in the International Professional category of UNHCR. These categories define who is eligible to apply for specific vacancies. **Group 2 candidates are not fully internal applicants, but they become eligible to apply to internally advertised positions, which are not accessible to external candidates;** they can also continue to apply to externally advertised positions.

2. Where do I need to apply to be considered for Group 2?

As a first step, you should check if you meet the minimum requirements as per the eligibility table in point 5. If eligible, kindly submit a general application to one of the Talent Pool profiles at <http://www.unhcr.org/talent-pools.html>. Please note that it is the candidate's responsibility to initiate the vetting process by applying to a Talent Pool. We encourage you to apply to the profile where you think you best meet the requirements.

3. What is the Talent Pool?

The Talent Pool is a corporate instrument that is used to identify new talent for the organization. It is a competitive point of entry into UNHCR's international professional arena. All candidates undergo a comprehensive selection process and successful applicants may be proposed for Temporary Appointment opportunities in the International Professional category at P2-P4 grade levels and in some cases for fixed-term opportunities including for Fast Track vacancies.

A Talent Pool application is also a prerequisite for Group 2 vetting. Please note that it is key that the Talent Pool applications are regularly updated to ensure accurate assessment of your educational and professional background.

4. I have been vetted in the EHP cohort, does that mean I still have to undergo the Group 2 vetting process?

Please note that Group 2 vetting is not equivalent to the selection process of any other recruitment exercise. To initiate your vetting please submit a talent pool application on www.unhcr.org/careers. Kindly be advised that the identification of the Group 2 eligible applicants is based on Talent Pool applications.

Eligibility criteria for Group 2

5. I have been working for over 3 years as a fixed-term National Officer/General Service staff or International UNV/UNOPS, etc. Please advise on the necessary steps to be considered for internally advertised positions.

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Candidates from the below categories are eligible for Group 2 subject to minimum UNHCR/UN experience and successful vetting as follows:

Category	Required years of UNHCR experience	Vetting
Current UNHCR National Professional Officers holding an indefinite or fixed-term appointment	3	Yes
Current UNHCR General Service staff members holding an indefinite or fixed-term appointment	3	Yes
Current UNHCR Junior Professional Officers	2 (can apply after completion of 18 months)	No
International United Nations Volunteers currently working for UNHCR	3	Yes
International UNOPS currently working for UNHCR	3	Yes
Current UNHCR staff members holding a Temporary Appointment in the international Professional category	18 months	Yes
Former UNHCR international staff members who held an indefinite or fixed-term appointment (within 2 years of separation for males and 5 years for females)	1	No
Current female international Professional staff members from other UN system Organizations holding the equivalent of an indefinite or fixed-term appointment	3 (continuous UN service)	Yes

Completion of the required year(s) of service may be in a combination of the above categories, except for former UNHCR international staff members, current female international Professional staff members from other UN Organizations, and JPOs who cannot cumulate experience in another category. Breaks in service for administrative reasons of less than three months do not impact the qualifying period. Breaks in service of more than three months reset the qualifying period. Please note that any other UNHCR service that is not in one of the above categories is also considered a break-in-service for Group 2 eligibility purposes. (e.g.: General Service contract on a Temporary Appointment, local affiliate contracts, etc.)

6. I do not have a university degree; can I still be included in Group 2?

As part of UNHCR's recruitment procedures for International Professional positions, we conduct academic and professional reference checks. Candidates for International Professional positions must have at least an undergraduate degree (equivalent of a BA/BS) obtained from an accredited education institution listed on the World Higher Education Database (WHED), <http://www.whed.net/home.php>. In light of the above, you do not meet the eligibility criteria for Group 2 vetting. Additionally, note that you will not be shortlisted for International Professional positions without an accredited degree as mentioned above.

Group 2 vetting

7. Where do I find information on the Group 2 vetting process?

[The RAAI](#) and the [Guidance note for Group 2 applicants](#) contain useful information on the vetting process. In the RAAI, pertinent information about Group 2 can be found in paragraph 32. It is recommended that you carefully consult the two documents and read this FAQ.

8. When can my Group 2 vetting commence the earliest?

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The vetting process can commence 1 month prior to reaching the required service time for eligibility. If your vetting is successfully completed, the earliest date your Group 2 status can be granted is the day you fulfil the eligibility criteria. You will be contacted during the process if anything is required from your side and you will be notified upon successful completion of the vetting. Please note that the vetting takes approximately 15 business days. You can check the status of your vetting by clicking on “My Activities” in your external candidate account that is accessible at www.unhcr.org/careers.

9. What does the vetting process consist of?

The vetting process currently includes verification of work history, education, basic reference checks and grading. The process takes approximately 15 business days to complete and is dependent on the individual situation of each candidate. The functional clearance (when applicable) is no longer part of the process, and it will be done by the hiring divisions for short-listed candidates.

10. How do I know the status of my vetting process?

You can check the status of your vetting by clicking on “My Activities” in your external candidate account that is accessible on www.unhcr.org/careers. Please note that due to the high number of enquiries we are unable to provide individual feedback on the vetting process.

My Activities

[Job Search](#) | [My Notifications](#) | **[My Activities](#)** | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

Talent Pool Applicants: If you would like to update a previously submitted profile application, please click on the Update Profile button against the relevant Profile, complete the appropriate sections and resubmit - note that the change(s) will only apply to this Profile. Further, please be informed that you will have to update all other profiles (if any) if the information (i.e. nationality, new BA/MA degree, new language skill) have changed.

Display applications from

Applications

Job Title	Job ID	Location	Status	Application Status	Date Created	Date Submitted
Senior Human Resources Associate	19389	Budapest (GSC), Hungary	Submitted	In Progress	25/03/2020 15:07	25/03/2020 17:59

11. I have recently passed the functional clearance for a profile. Can I get access to apply for internally advertised positions?

Functional clearance is no longer part of the vetting process. To be able to apply for internally advertised positions, you need to pass the steps of the vetting process. For detailed information on the vetting process please refer to the revised [Guidance note for Group 2 applicants](#) that is available on the Intranet.

12. What happens if I fail the vetting?

Candidates who fail any of the required steps of the vetting process will have the opportunity to be considered for Group 2 vetting again after a period of one year, provided they still fulfil the eligibility requirements at the time of re-application. Candidates can view the status of their vetting in their external candidate profile under “My activities” that can be accessed on www.unhcr.org/careers. Candidates who are under IGO investigation or have performance issues will not be granted Group 2 status.

Group 2 status

13. How long is the status valid for?

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Successfully vetted (and non-vetted) Group 2 applicants are granted the status for a period of three years, if they are active staff. Separated candidates may apply to internally advertised positions for two years following separation or the remainder of the three-year period from the date the status has been granted, whichever is shorter.

14. How can I extend my Group 2 status?

Group 2 candidates who have not been selected for a fixed-term position in the international professional category through the Recruitment and Assignments Policy process within three years from the date they have been granted Group 2 status, will need to undergo another vetting process. The re-vetting begins two months prior the candidates' status expiry date, and it consists of basic eligibility check, re-grading; the process may include a review of past performance. Hence, it is highly recommended that candidates update their applications to the Talent Pool profiles two to six months before their status expires.

15. I am leaving UNHCR, how will I keep my access to MSRP for Group 2 applications?

A successfully vetted (or non-vetted) Group 2 candidate who separates from UNHCR may continue to apply to internally advertised positions for two years following separation or the remainder of the three-year period from the date the status has been granted, whichever is shorter. Please also note that if a candidate separates from UNHCR during the vetting process, the process will still be completed and, if successful, the access will remain valid for 2 years following separation. This does not apply if the candidate was separated for unsatisfactory performance or misconduct, or if the candidate resigned during an investigation into allegations of misconduct or a rebuttal of an ePAD. Please be advised that you will be able to access your internal career account in MSRP through your personal email address the day after your contract has expired. To enable this please notify hqusd@unhcr.org on the day of or following your contract expiry. Please note that it is technically not possible to initiate this change at an earlier date.

Applying internally to job openings as a Group 2 applicant

16. I have applied to several vacancies as a Group 2 candidate. How do I know where I stand in the selection process?

We are unable to advise on the progress of individual job applications. You may track your Group 2 applications on your careers page in MSRP. Please note that the stages indicated there, such as "With manager", refer to the whole process and not your individual application.

17. I cannot edit/update the application form when applying internally for positions

When applying for job openings through the MSRP Portal, some fields are greyed out in the application form and cannot be filled, as the Fact Sheet should migrate to these fields. It may happen that your Fact Sheet does not fully migrate to the application form and therefore it appears incomplete/incorrect. Please however note that as long as your Fact Sheet is up to date, there is nothing to worry about as this is the document along with your letter of interest that is shared with the managers. We encourage you to check your Fact Sheet to ensure that all the information is properly reflected. Should you need to make any amendments to your academic qualifications and/or languages, please do so via your Self

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Service-> Learning and Development-> My Current Profile. Should you need to make any amendments to your work experience outside UNHCR, please do so via your Self Service->Personal Information->Professional Exp. outside UN. Kindly note that these amendments require the approval of the factsheet update team and as such, for any changes you wish to make please follow up with the factsheet update team at HQFSUD@unhcr.org for their approval.

18. How many positions can I apply to?

Male Group 2 candidates may apply to a total of 6 positions per compendium cycle. This limit is increased to 12 for female applicants until gender parity is achieved in the organization.

19. I used up the maximum number of applications during a compendium. Now I saw additional positions of interest in the addendum. What does this mean?

You can choose to withdraw one or more of your submitted applications in order to free up slots. If the system does not allow you to do so, please contact the Eligibility and Interview Unit - hqpe11@unhcr.org. The number of allowed internal applications is reinstated for each compendium. One compendium cycle comprises the Compendium and all its addenda and does not include Fast Tracks. You may also apply to externally advertised positions (through UNHCR's Career website on www.unhcr.org/careers) of your interest and where you think you best meet the requirements.

20. Can I apply to Fast Track positions?

As Group 2 candidate- you can apply to Fast Track positions, together with Group 1 candidates. Fast track applications are not counted towards the maximum number of applications Group 2 candidates may submit per compendium cycle.

21. I have been graded P2- but I have more than 10 years of relevant experience and I believe I should qualify for P4. How can I receive a higher grade?

You may soonest request your re-grading 6 months after having been granted Group 2 status. In order to do so, please update your Talent Pool application and submit a re-grading request. Please note that in order to be granted P4 grade, besides for English, you need to have command of a second UN language at B2 level or higher.

22. Is there any specific learning programme for the Protection Profile?

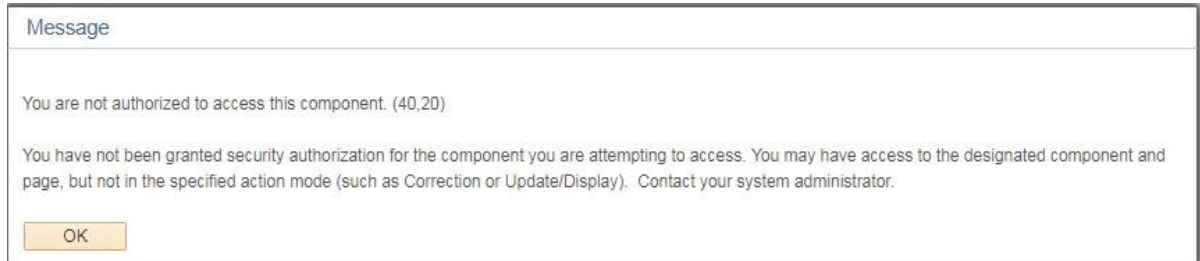
Starting with the September 2021 Compendium, all colleagues who would like to apply for internally advertised P3 or P4 Protection positions, including Fast Tracks, will need to complete the Protection Learning Curriculum (PLC) or the Certification Programme on International Protection (CP-IP) Certification respectively. Successful completion of the PLC or the CP-IP is a prerequisite for obtaining functional clearance for internally advertised protection positions in the International Professional category at P3 or P4 levels.

Technical issues during the application process

If you come across technical issues on the external applicant site (<https://www.unhcr.org/careers.html>) you can write to our colleagues at Global Service Desk (hgussd@unhcr.org) who are best placed to respond to your enquiry.

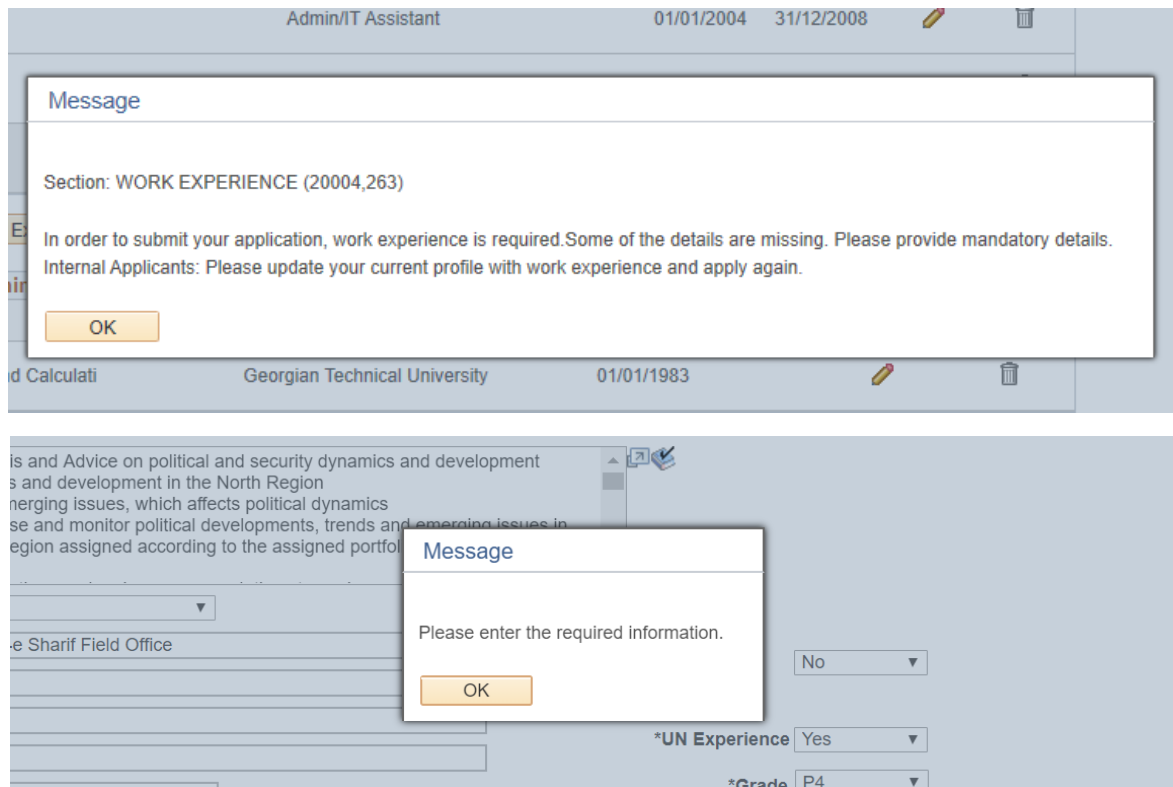
23. I cannot access the public careers site.

One common technical issue that our candidates come across is receiving the following message when attempting to access externally advertised job openings and Talent Pool profiles through UNHCR’s Career site on <https://www.unhcr.org/careers.html>:



If you receive the above error message, please clear the cache in your internet browser or login from an incognito window or a different browser to the one you normally use. Please also keep in mind that you need to use a different browser to access the public careers page or log out of MSRP and then try to access the public page. When you have your MSRP open and from the same browser you are trying to access the public page the system will give you the above error message.

24. I received an error message indicating that I must enter the required information, however I filled all mandatory fields for work experience.



If you receive any of the above warning messages, kindly check all your work experience records (not only the latest one) and make sure that all mandatory fields are completed. Mandatory fields are those that have an asterisk at the start.

25. I am trying to apply to a position in MSRP and I get the following message: “You are not meeting grade eligibility criteria”.

Please note that only staff members in the International Professional category holding fixed-term appointments (Group 1 and Group 1a) or successfully vetted (if applicable) Group 2 candidates are eligible to apply for internally advertised positions. If you are found eligible and the vetting is successful, you will be granted access to apply to these positions. Kindly be advised that the identification of Group 2 eligible applicants is based on Talent Pool applications. Please complete all your work experience entries with the correct start and end dates or tick the box for ongoing employment. Kindly also indicate your UN/UNHCR experience in the respective boxes and your Grade, Contract Type and Type of Arrangement (if applicable). Once that is updated the system will capture the information and your vetting can commence, provided that you meet the eligibility criteria.