



UNITED NATIONS  
DEVELOPMENT  
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OFFICE  
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**OCHA**  
United Nations  
Office for the Coordination  
of Humanitarian Affairs

# Becoming a Resident Coordinator FAQ 2022



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# General

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## 1. WHAT DOES A RESIDENT COORDINATOR DO?

The Resident Coordinator is the highest-ranking representative of the United Nations Development System at the country level.

The main responsibilities of the Resident Coordinator include, but are not limited to:

- Representing the United Nations at the highest levels of state;
- Coordinating the operational activities for development of the UN in support of the country's efforts to implement the 2030 Agenda;
- Leading the United Nations Country Team in the development, monitoring and reporting of the UN Cooperation Frameworks;
- Promoting and advocating for the fundamental values, standards and principles of the UN Charter.

For more detailed information on what Resident Coordinators do, check out the [Job Description of the Resident Coordinator](#).

## 2. WHAT IS THE DIFFERENCE BETWEEN A RESIDENT COORDINATOR (RC) AND A RESIDENT COORDINATOR / HUMANITARIAN COORDINATOR (RC/HC)?

The Resident Coordinator is the highest-ranking representative of the United Nations Development System at the country level. In contexts where international humanitarian assistance is required, the [Emergency Relief Coordinator](#) may designate the Resident Coordinator as Humanitarian Coordinator. The RC/HC is responsible for leading and coordinating the efforts of humanitarian organizations (both UN and non-UN) with a view to ensuring that they are principled, timely, effective and efficient, and contribute to longer-term recovery. More information can be found in OCHA's [Humanitarian Coordination Leadership page](#).

## 3. WHAT IS A DEPUTY SPECIAL REPRESENTATIVE OF THE SECRETARY-GENERAL /RESIDENT COORDINATOR/ HUMANITARIAN COORDINATOR (DSRSG/RC/HC)?

In countries where an integrated peacekeeping or political mission is deployed, RC/HCs also serve as Deputy Special Representatives of the Secretary-General (DSRSG). As such, they are called DSRSG/RC/HC.

## 4. WHAT ARE YOU LOOKING FOR IN AN RC OR RC/HC?

We are looking for candidates who demonstrate the following:

- Values: integrity, professionalism and respect for diversity.
- Foundational attributes: passionate, courageous, emotionally intelligent, humble, open to learning, creative, flexible, resilient and accountable.
- Knowledge: wide range of knowledge across the development, humanitarian, human rights and peace and security domains.
- Competencies: capacity to analyse complex environments, identify pathways for impact in complex environments, build trust, facilitate collective action, drive results, foster innovation and lead change.

Detailed explanation on these characteristics can be found in the [RC Leadership Profile](#).

## 5. I AM INTERESTED IN BECOMING A RESIDENT COORDINATOR. WHAT SHOULD I DO?

Read all the information available on this website to familiarize yourself with the role and better understand what profiles we are looking for. If you meet the minimum requirements for [the RC/HC Talent Pipeline](#), apply to the Pipeline when the call for expressions of interest is open.

**6. I KNOW SOMEONE WHO IS INTERESTED IN BECOMING A RESIDENT COORDINATOR. WHAT SHOULD I DO?**

Share this website with them and ask them to read all the information available. If they meet the minimum requirements for [the RC/HC Talent Pipeline](#), encourage them to apply to the Pipeline once the call for expressions of interest is open.

**7. CAN NON-UN STAFF BECOME RESIDENT COORDINATORS?**

Yes. Anyone who meets the eligibility requirements can apply to [the RC/HC Talent Pipeline](#) and [the RC Assessment Centre \(RCAC\)](#).

**8. DO UN STAFF HAVE PREFERENTIAL ACCESS TO THE RC TRACK?**

No, all candidates, be they UN and non-UN staff, are treated equally as mandated by the General Assembly.



# The RC/HC Talent Pipeline

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## 1. WHAT ARE THE BENEFITS OF BEING IN THE RC/HC TALENT PIPELINE?

Members of the Pipeline benefit from personalized leadership development opportunities to further build their profile vis-à-vis the RC role. This will significantly increase their likelihood of being selected for the RCAC.

## 2. CAN NON-UN STAFF APPLY FOR THE RC/HC TALENT PIPELINE?

Yes, non-UN staff who meet the eligibility requirements can apply.

## 3. I AM A UN STAFF MEMBER. CAN I APPLY DIRECTLY FOR THE RC/HC TALENT PIPELINE?

Yes, you can apply directly, but your application will need to be endorsed by your entity in order to be considered further.

## 4. I AM A UN STAFF MEMBER. HOW DOES MY APPLICATION GET ENDORSED BY MY UN ENTITY?

At the end of the application period, applications from UN staff will be forwarded to the designated HR focal point in their UN entity for internal review and endorsement.

We encourage you to contact your designated HR focal point to enquire about the internal review process of your entity.

## 5. CAN GOVERNMENTS NOMINATE CANDIDATES FOR THE RC/HC TALENT PIPELINE?

No, candidates apply directly.

## 6. HOW CAN I APPLY FOR THE RC/HC TALENT PIPELINE?

Once the call for expressions of interest for the RC/HC Talent Pipeline is issued, candidates must apply through the link provided in the call and posted on [the RC/HC Talent Pipeline page](#).

Only complete applications will be considered. Resumes sent directly to DCO and OCHA will not be considered.

## 7. WHEN CAN I APPLY TO THE RC/HC TALENT PIPELINE?

The call for expressions of interest for the RC/HC Talent Pipeline is normally open once a year. You can check the status of the call on the [RC/HC Talent Pipeline page](#).

## 8. HOW LONG DOES THE SELECTION PROCESS TAKE?

The selection process, from the issuance of the call for expressions of interest until notification to all candidates of their outcome, takes up to 5 months.

## 9. HOW MANY CANDIDATES ARE ACCEPTED IN THE RC/HC TALENT PIPELINE?

The number of candidates accepted in the RC/HC Talent Pipeline varies each year depending on the needs of the RC track.

**10. WHAT IS THE DIFFERENCE BETWEEN BEING A MEMBER OF THE RC/HC TALENT PIPELINE AND A MEMBER OF THE RC POOL?**

The RC/HC Talent Pipeline comprises leaders with potential for RC or RC/HC roles. Pipeline members cannot apply for RC posts. They must first pass the Resident Coordinator Assessment Centre to be included in the RC Pool and thereby be eligible to apply for RC posts.

The RC Pool comprises leaders who have passed the Resident Coordinator Assessment Centre and who are therefore eligible to apply for RC posts.

**11. IF I MAKE IT INTO THE RC/HC TALENT PIPELINE, WILL I BE GUARANTEED A PLACE IN THE RESIDENT COORDINATOR ASSESSMENT CENTRE?**

No. Being a member of the RC/HC Talent Pipeline does not guarantee you a place in the Resident Coordinator Assessment Centre.

**12. IF I MAKE IT INTO THE RC/HC TALENT PIPELINE, WILL I BE GUARANTEED A PLACE IN THE RC POOL?**

No. Being a member of the RC/HC Talent Pipeline does not guarantee inclusion in the RC Pool. As a Pipeline member, you must demonstrate that you took the necessary steps to develop in the areas identified as requiring development. Once you have completed your leadership development activities and have been deemed ready for the Resident Coordinator Assessment Centre (RCAC), you may be invited to apply to the RCAC. If you are selected for the RCAC and successfully pass it, you will be included in the RC Pool.

**13. HOW DO I KNOW IF I HAVE ENOUGH COUNTRY-LEVEL EXPERIENCE TO MEET THE MINIMUM REQUIREMENT?**

To evaluate if you have enough country-level experience, take into consideration your years of experience working directly with governments and other national and international partners, normally in situ. Do not include missions or work performed in your home country, regional offices or headquarters locations.

**14. I AM A MEMBER OF ANOTHER UN TALENT PIPELINE OR POOL (E.G. SENIOR WOMEN TALENT PIPELINE). AM I AUTOMATICALLY INCLUDED IN THE RC/HC TALENT PIPELINE?**

No. Membership of another UN talent pipeline or pool does not grant automatic membership in the RC/HC Talent Pipeline. If you are a member of another UN talent pipeline or pool and wish to be included in the RC/HC Talent Pipeline, you must apply and be subject to the regular selection process.

**15. I AM NEARING THE UN'S MANDATORY RETIREMENT AGE (65 YEARS). CAN I STILL BE CONSIDERED FOR THE RC/HC TALENT PIPELINE?**

You will be considered for the RC/HC Talent Pipeline if you can complete at least one tour of duty (i.e. 5 years) before reaching the mandatory retirement age (65 years), after graduation from the RC/HC Talent Pipeline and at the time of application to the Resident Coordinator Assessment Centre (RCAC).

Since DSRSG/RC/HC posts at the Assistant Secretary-General level are not subject to staff rules and regulations on the mandatory retirement age, candidates who are at the D-2 level, who have previous RC experience or equivalent and who meet the eligibility requirements will exceptionally be considered regardless of age.

**16. I AM SPECIFICALLY INTERESTED IN THE HC ROLE. SHOULD I APPLY FOR THE RC/HC TALENT PIPELINE?**

Yes. The HC role is usually combined with that of Resident Coordinator. Therefore, to serve as Humanitarian Coordinator, you need to first be in the RC Pool. If you meet the minimum requirements for the RC/HC Talent Pipeline, you should apply for it.

**17. I TOOK THE RCAC BUT DID NOT PASS. CAN I APPLY FOR THE RC/HC TALENT PIPELINE?**

Yes. If you took the RCAC but did not pass, you can still apply for the RC/HC Talent Pipeline.



**18. I QUALIFY FOR THE RC/HC TALENT PIPELINE BUT AM NOT SURE I WILL QUALIFY FOR THE RCAC WITHIN 3 YEARS. CAN I STILL APPLY?**

We recommend that you first take the necessary steps to reduce the gaps in your profile before submitting your candidature.

**19. I AM INTERESTED IN JOINING THE RC/HC TALENT PIPELINE BUT I DO NOT MEET THE ELIGIBILITY CRITERIA. WHAT CAN I DO TO IMPROVE MY PROFILE FOR FUTURE CALLS?**

We recommend that you take the necessary steps to fill the gaps in your profile. This could include seeking out opportunities for field experience, working in different organizations, or availing yourself of the services of a coach.

**20. HOW MANY TIMES CAN I APPLY FOR THE RC/HC TALENT PIPELINE?**

There is no limit to the number of times a candidate who meets the minimum requirements can apply to the pipeline.

**21. IF I AM ACCEPTED, FOR HOW LONG WILL I BE A MEMBER OF THE RC/HC TALENT PIPELINE?**

The length of RC/HC Pipeline members' stay in the RC/HC Talent Pipeline depends on their specific development needs. It ranges from 3 months to 3 years.

**22. WHAT KIND OF DOCUMENTS SHOULD I SUBMIT TO SHOW RECORDS OF MY PERFORMANCE?**

UN candidates must submit electronic copies of their completed, official organizational performance documents (e.g. e-PASS).

Non-UN candidates must submit any document, specific to their respective employer, which stands as a record of their performance. Such documents can include, but are not limited to, letters of recommendation, annual performance record, and employee evaluations.

**23. WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?**

Once you apply, if you are a UN staff member, your application is reviewed by your UN entity, who will decide whether or not to endorse your candidature and will notify you accordingly. UN candidates whose applications are not endorsed by their entity will not be considered.

If you are not a UN staff member, your candidature is directly reviewed by DCO and OCHA.

# The RCAC

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## 1. WHAT IS THE RESIDENT COORDINATOR ASSESSMENT CENTRE (RCAC) AND WHAT DOES IT ASSESS?

[The Resident Coordinator Assessment Centre \(RCAC\)](#) is the assessment mechanism to enter the Resident Coordinator Pool, which is a prerequisite for applying for Resident Coordinator positions. The RCAC measures the competencies articulated in the [RC Leadership Profile](#) while providing a simulation of situations RCs may be confronted with.

## 2. WHEN IS THE RCAC CALL FOR APPLICATIONS OPEN?

The RCAC call for applications is normally advertised once a year based on the needs of the RC Pool.

## 3. WHO CAN APPLY FOR THE RCAC?

All candidates who meet the eligibility requirements – be they UN or non-UN staff – may apply for the RCAC. However, we encourage candidates to apply to the RC/HC Talent Pipeline first, as pipeline members are supported and prepared for the RCAC. While placement in the Pipeline does not guarantee an invitation to the RCAC, it is the most effective way to prepare for the assessment.

## 4. CAN NON-UN STAFF APPLY FOR THE RCAC?

Yes. Anyone who meets the eligibility requirements can apply.

## 5. CAN GOVERNMENTS NOMINATE CANDIDATES FOR THE RCAC?

No. All candidates apply directly.

## 6. I AM A UN STAFF MEMBER. DO I NEED TO BE NOMINATED BY MY ENTITY?

No, you can apply directly.

## 7. HOW CAN I APPLY FOR THE RCAC?

Once the call for expressions of interest for the RCAC is issued, candidates must apply through the link provided in the call and posted on the RCAC webpage.

Only complete applications will be considered. Resumes sent directly to DCO and OCHA will not be considered.

## 8. HOW MANY SEATS ARE OFFERED TO THE RCAC?

The number of seats available for the RCAC varies each year depending on the needs of the RC Pool.

## 9. I TOOK THE RCAC BUT I WAS NOT SUCCESSFUL. CAN I RETAKE IT?

You must wait at least one calendar year from your previous assessment to apply again and demonstrate what steps you have taken in the meantime to address the weaknesses identified in the RCAC.

Candidates can undertake the RCAC a maximum of 2 times.

#### **10. HOW DO I KNOW IF I HAVE ENOUGH COUNTRY-LEVEL EXPERIENCE TO MEET THE MINIMUM REQUIREMENT?**

To evaluate if you have enough country-level experience, take into consideration the years of experience working directly with governments and other national and international partners, normally in situ. Do not include missions or work performed in your home country, regional offices or headquarters locations.

#### **11. WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?**

Once you apply, if you are a UN staff member, your application is reviewed by your UN entity, who will decide whether or not to endorse your candidature and notify you accordingly. UN candidates whose applications are not endorsed by their entity will not be considered.

If you are not a UN staff member, your candidature is directly reviewed by DCO and OCHA.

DCO will review eligible applications and establish a list of candidates recommended for the RCAC, taking into consideration the needs of the RC Pool. Once the list is endorsed by the Deputy Secretary-General, selected candidates will be invited to undertake the RCAC.

# The RC Pool

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## 1. HOW CAN I JOIN THE RC POOL?

In order to join the RC Pool you need to have successfully passed the [RC Assessment Centre](#).

## 2. I AM AN RC POOL MEMBER. HOW LONG CAN I STAY IN THE POOL?

RC Pool membership is not time-bound. RC Pool members who haven't applied for RC posts in the previous five years are removed from the Pool but can be reinstated upon request.

## 3. I AM AN RC POOL MEMBER AND I AM RETIRING. WILL I REMAIN IN THE RC POOL?

RC Pool members are removed from the RC Pool upon reaching the UN's mandatory retirement age (65 years). RC Pool members who are at the D2 level and who have previous RC experience or equivalent, and who wish to be considered for DSRSG/RC/HC positions at the ASG level (for which there is no age restriction), may opt to remain in the RC Pool.

# The RC Selection Process

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## 1. WHERE ARE RC JOB OPENINGS ADVERTISED?

RC and RC/HC job openings at the D1 and D2 level are advertised on the [United Nations Careers portal](#).

RC Pool members are directly notified by email of DSRSG/RC/HC job openings as well as RC/HC job openings at the ASG level.

## 2. I AM AN RC POOL MEMBER. WILL I BE NOTIFIED OF UPCOMING RC JOB OPENINGS?

No, you will only be notified of DSRSG/RC/HC job openings and RC/HC job openings at the ASG level.

If you want to be sure you don't miss RC job openings, sign up for the automatic job alerts on the [United Nations Careers portal](#).

## 3. HOW OFTEN ARE RC JOB OPENINGS ADVERTISED?

RC and RC/HC job openings are advertised at least twice per year, normally in January and September.

DSRSG/RC/HC job openings are advertised throughout the year.

## 4. CAN ANYBODY APPLY FOR RC JOB OPENINGS?

No. Only members of the RC Pool can apply.

## 5. I AM A UN STAFF MEMBER. CAN I APPLY FOR RC JOB OPENINGS?

Yes, but only if you are a member of the RC Pool.

## 6. CAN NON-UN STAFF APPLY FOR RC JOB OPENINGS?

Yes, but only if they are members of the RC Pool.

## 7. CAN GOVERNMENTS NOMINATE RC POOL MEMBERS FOR SPECIFIC RC JOB OPENINGS?

No. RC Pool members apply directly.

## 8. I AM A RESIDENT COORDINATOR. CAN I APPLY FOR AN RC JOB OPENING?

Resident Coordinators may apply for RC job openings if:

- By the start date of the advertised RC position they have one year or less of service remaining in their current duty station.
- They are able to complete a minimum of three years of service before reaching the age of 65 years (this does not apply to positions at the ASG level).

## 9. I AM AN RC POOL MEMBER AND A UN STAFF MEMBER. CAN I APPLY FOR RC JOB OPENINGS AT ANY LEVEL?

No. You are eligible to apply only for posts that are one grade below, at the same grade, or one grade above your own grade (this does not apply to positions at the ASG level).

**10. I AM AN RC POOL MEMBER FROM OUTSIDE THE UN. CAN I APPLY FOR RC JOB OPENINGS AT ANY LEVEL?**

You can apply for RC job openings at any level provided you meet the eligibility criteria stipulated in the job opening.

**11. I AM A UN STAFF MEMBER. DO I HAVE AN ADVANTAGE OVER NON-UN STAFF?**

No. Internal and external applicants receive equal treatment.

**12. I AM AN RC POOL MEMBER AND I HAVE AN ONGOING PERFORMANCE APPRAISAL REBUTTAL CASE. CAN I APPLY FOR RC JOB OPENINGS WHILE MY CASE IS PENDING?**

No, you are not eligible to apply for RC job openings if you have a pending performance appraisal rebuttal case.

**13. I AM AN RC POOL MEMBER. HOW CAN I APPLY FOR AN RC JOB OPENING?**

You can apply for RC and RC/HC job openings online through the [United Nations Careers portal](#).

You can apply for DSRSG/RC/HC job openings and RC/HC job openings at the ASG level by responding to the email informing you of the opening.

**14. I AM AN RC POOL MEMBER. HOW MUCH TIME DO I HAVE TO APPLY FOR RC JOB OPENINGS?**

RC job openings are normally advertised for 15 days. We encourage you to apply well in advance to allow sufficient time for assistance should any technical issue arise.

**15. I AM AN RC POOL MEMBER. HOW MANY RC JOB OPENINGS CAN I APPLY FOR IN EACH SELECTION ROUND?**

You can apply for a maximum of three positions per selection round.

**16. I AM AN RC POOL MEMBER. HOW MANY TIMES CAN I APPLY FOR RC JOB OPENINGS?**

You can apply for RC job openings as many times as you wish. However you can apply for a maximum of three positions per selection round.

**17. HOW LONG DOES THE RC SELECTION PROCESS TAKE?**

The RC selection process takes about 3 months from the advertisement of the job opening until the notification of the candidates.

**18. I AM AN RC POOL MEMBER AND I HAVE APPLIED FOR AN RC JOB OPENING. WILL I BE NOTIFIED OF THE OUTCOME OF MY APPLICATION?**

Yes, you will be notified of the outcome of your application.

**19. IF I AM SELECTED FOR AN RC POSITION, WHAT TYPE OF CONTRACT WILL I BE OFFERED?**

If you are a staff member of the UN Secretariat, you will retain your current contractual status and your right to return to your current office.

If you are a staff member of other United Nations entities, you will serve on secondment according to the Inter-Organization Agreement concerning Transfer, Secondment or Loan of UNCS staff for the duration of your assignment as Resident Coordinator, after which you will retain the right to return to your parent organization.



If you are a staff member of an organization that is not a signatory of the Inter-Organization Agreement, you will be offered an initial fixed-term appointment of two years for RC and RC/HC positions. For DSRS/RC/HC positions, you will be offered a fixed-term appointment of one year renewable annually based on performance and mandate continuity.

Extension of your RC assignment beyond the initial appointment is subject to satisfactory service.

**20. IF I AM SELECTED FOR AN RC POSITION, HOW QUICKLY AM I EXPECTED TO DEPLOY?**

The start date of each RC position is indicated in the job opening. If selected, you are expected to deploy by the indicated start date, unless the incumbent is reassigned before that date. In that case, you are required to deploy within three months of receipt of notification.

**21. IF I AM SELECTED FOR AN RC POSITION, HOW LONG AM I EXPECTED TO STAY IN POST?**

The length of tour of duty for RC positions depends on the hardship classification of the duty station, as follows:

<u>D/S Hardship Classification</u>	<u>Length of Tour of Duty (years)</u>
A	5
B	4
C	4
D	3
E	3



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**ANY ADDITIONAL QUESTION? CONTACT US AT [RCHC.TALENTPIPELINE@UN.ORG](mailto:RCHC.TALENTPIPELINE@UN.ORG)**