APPLICATION TO BECOME A UNITED NATIONS TOUR GUIDE

Qualifications:
- College education
- Fluency in English and either French or German required. Good knowledge of Arabic, Russian or Spanish an asset.
- Good oral communication skills.
- Knowledge of international affairs, teaching methods and presentation skills are an asset.

Application form:
- Fill out a P 11 form that can be found at http://www.un.org/Depts/dpko/field/p11.pdf

Where to send your application and a photo to:
- Guided Tours Unit
  United Nations GA-65
  New York, NY 10017 (USA)
- Or via fax: 212-963-0071

Interview
- A personal interview is required prior to recruitment, which will take place in Brussels in September.
- Applicants must pay their own expenses in connection with travel for the purpose of the interview.

If recruited …

Visa: Selected candidates who are neither residents nor citizens of the United States will obtain a G-4 visa which is required for employment at the United Nations. Please note that a G-4 visa does not allow you to work outside of the United Nations.

Training: Selected candidates attend a two-and-a-half week training session in New York in February. The full time classes take place Monday through Friday from 10:00 a.m. to 5:15 p.m. Upon completion of the training, candidates receive a stipend of $600.

Contract: Candidates who successfully complete the training are given a three-month contract (Agreement for Occasional Employment-AOE) which may be renewed based on satisfactory performance and needs of the operation. Under this contract, candidates are employed as individual contractors. Paid annual leave is not provided.

Salary: $20.00 per hour.

Hours of Work: No minimum of working hours are guaranteed under an AOE contract. However, the Public Relations Section is committed to ensuring that AOE guides, when fully available, work a minimum of 20 hours per week (including weekends and holidays), about 3 days when a seven-day tour operation, without restrictions, is in effect. This generally applies to the period from March to December with the exception of the General Assembly general debate, General Assembly special sessions and other high-level meetings during which guided tours are either restricted or suspended. In addition, other unforeseen circumstances could impact on staffing requirements and minimum hours. In January and February, when guided tours are offered from Monday to Friday only, no minimum hours can be guaranteed, as very few guides are needed. The practice has been to ask AOE guides to take three to four weeks off in January or February. During busy periods, guides may be asked to work additional hours/days.
Medical Insurance: A limited insurance policy for hospital emergencies only is offered ($20.00 per month). After working a minimum of half time for at least three months, AOE guides are eligible to enroll in a comprehensive medical insurance plan.

Note: Tour guide applicants should bear in mind that this is a physically demanding job that involves up to five hours of walking on a daily basis.

June 2006/rev.16