

Requirements for the General Service staff category

General Service (GS) staff are locally recruited and provide administrative and support services across all areas of the organization in both headquarters and field duty stations. Listed below are the minimum requirements for any GS category staff. Vacancy announcements will specify in more detail the requirements for a particular post.

GS posts are advertised on the [vacancies](#) section of the UNICEF website. Additionally, vacancies in some duty stations are advertised locally. For additional information on available GS vacancies in UNICEF Country Offices worldwide, we encourage you to visit the website of the local UNICEF Country Office or contact them directly. A listing of all offices is available [here](#).

Education

Completion of secondary education is required. First level university courses or degree are assets.

When determining whether a degree is recognized, UNICEF is guided by the [International Association of Universities \(IAU\) listing](#) of higher education institutions recognized or otherwise approved by competent authorities in participating countries. UNICEF will normally recognize only degrees obtained from institutions on the IAU list, however, the validity of other degrees submitted by applicants under consideration would be reviewed on a case-by-case basis.

Language

Fluency in English required.

Knowledge of the local language of the country where the position is located is also required. Proficiency in another Official UN working language (Arabic, Chinese, French, Russian and Spanish) is an asset.

Work Experience

The work experience required should be relevant to the position. Each position will have job-specific requirements which will be detailed in the job vacancy announcement.

The minimum required years of work experience will depend on the level of the position, as outlined below:

Entry level	G-1 to G-4	One to four year of relevant professional work experience
Mid level	G-5 to G-6	Five to six years of relevant professional work experience
Senior level	G-7	Seven or more years of relevant professional work experience

Global General Service Test (GSST) for New York Headquarters

In addition to submitting an online application, candidates for New York Headquarters GS staff must pass the [Global General Service Test \(GGST\)](#) to be eligible for a post.

The GGST is a computer-based, proctored global test. It is an entry level assessment requirement for recruiting into the positions in the GS category. The GGST assesses job-relevant abilities and core competencies of the long-listed applicants for GS positions, through work-relevant scenarios and tasks, in an efficient, effective, and fair manner.

Applicants who have been shortlisted to proceed to the GGST testing phase will be notified and sent further details about testing dates and locations.

The appointment to GS positions is also subject to local recruitment regulations with regards to residency status. Specific job announcements will have more information.