The Road to the United Nations

合格者の

人と差がつく "書き方テク"を 伝授します!

国連履歴書の書き方

~United Nations Personal History Form~

多くの国連機関が応募用紙として使用しているUnited Nations Personal History Form (通称P.11フォーム)。 国際機関就職への登竜門といわれるアソシエート・エキスパート (AE/JPO) 派遣制度の選考試験においても、 このP.11フォームを簡略化した同様のフォームの提出が義務づけられている。つまり、国連採用試験では、 このP.11フォームが選考の「鍵」を握るといっても過言ではないのだ。

そこで今回は、国際協力分野のキャリアカウンセラーとして、これまで多数の日本人を国連機関へ送り出してきた 横山和子先生にP.11フォームの書き方を徹底解説してもらった。

<記入前に注意しよう>

実際に記入する前にいくつか注意すべき点がある。当たり前だが、スペルミスなどの誤字脱字は許されない。スペルミスをしたら、それだけで面接官に「注意力散漫な人」とマイナスの評価をされてしまう。また、履歴書は手書きではなく、タイプしたものを提出しよう。文書作成能力全般が評価されるのだ。

人の書類を例に、そのポイントを見てみよう。実際に横山先生の指導を受け、国連に合格したそれでは、どんな履歴書を書けばいいのか。ることが求められています」。

話のキャッチボールができるような書類をつく

採用される確率が高くなるのだ。

「面接官と会

んと書いていれば、その後の面接もうまくいき、ります」(横山先生)。つまり、履歴書さえきちうかでその後の面接が成功するかどうかが決まされ、「十分に準備された応募書類であるかどされ、「十分に準備された応募書類であるかども、国連の採用において最も重要とーム)がベースになっている。

Nations Personal History Form(通称P・11フォルぞれの機関で応募用紙の呼び名は異なるものの、記載する情報はどこも同じで、United和用するにしても最初の関門は書類審査だ。そ職員採用競争試験、ロスターなど、どの制度を国連機関に応募する際、AE/JPO、国連国連機関に応募する際、AE/JPO、国連

履歴書を制す者は面接も制す

(http://www.ba.tyg.jp/~yokoyama/)

照可能

究を実施。 りかん社) などを務める。 ターのキャリアカウンセラー 学部教授、 現在、東洋学園大学現代経営 務所 学院経営管理学修士課程修了 科・インディアナ州立大学大 北 連機関に勤務した経験を持つ。 農業機関(FAO) 人国連職員のキャリア調査研 LO)、国連難民高等弁務官事 国際公務員になるには』(ペ MBA)。国際労働機関 海道大学経済学部 (UNHOR) など。 津田国際研修セン 下記URLにて参 主な著書に また、 などの国 国際食糧



横山和子先生 YOKOYAMA Kazuko

アドバイスをいただくのは…

国連履歴書 の書き方

INSTRUCTIONS Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.		UNITED W NATIONS PERSONAL HISTORY		Do Not Write in	This Space
1. Family name	First name	Middle name	Maiden na	nme, if any	
2. Date Day Mo. Yr. 3 of Birth	3. Place of birth	4. Nationality (ies) at birth	5. Present nation	ality (ies)	6. Sex
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Point 3

Professional Societiesとは 学会を意味す

る。大学の先生たちでもない限り、 この項目に回答できないので、ブ ランクでも構わない。ただ国連は 高学歴の人が多いので、できたら 専門分野の学会に入っておきた い。また、Activities in Civic, Public or International Affairs (市民· 公共・国際活動)とあるので、NG Oやボランティア活動などの経験 がある人は、是非書いておこう。

Point 4

著書の有無を 聞かれてい る。本を出版

していなくても、新聞や雑誌の投 稿など自分が書いたものはでき るだけ明記しておきたい。AE/ JPOについては、卒業論文や修 士論文、またはゼミ論でも構わ ない。ゼミ論の場合は、題目の 後に submitted to Professor. ~, ~university in 2006などと 一言書いておくと親切だ。



- *1… 年俸について。何も考えず、正直にそのまま書こう。前職の給料が高いか ら、もしくは低いからといって、選考には何ら影響はない。
- *2… 退職の理由は必ずポジティブなものを! ほかには、Career(Job)challenge, Career Advancementなど。
- *3… 職務内容は見やすくするために、箇条書きで書こう。文章のなかに国連の業 務と関連するキーワードを入れていくことがポイント。この人の場合は、 Logistics (ロジスティックス)という国連業務に関連する言葉を加えた。ほ かにもProject Management (プロジェクト管理) やEvaluation (評価) な ど。参考までに使う動詞としては、train (研修、訓練する)、 plan (企画・ 計画する)、manage (管理する)、supervise (監督する) accomplish (遂行 する) などが好ましい。また、具体的な数字を文章に盛り込んでいくことも重 要。たとえば、クライアントの規模や取引先の数など、面接官が仕事の規模 を想像できるように工夫しよう。

Point 5

国連の履歴書において最も重要とされるのが この職歴に関する部分だ。新しい順に記入し ていくのが原則。日本では、転職回数が多いと マイナスにとられがちだが、国連では転職して さまざまな経験を積んでいると逆に評価の対 象となる。部署異動で異なる業務を経験した 場合もカウントされる。無給のボランティアや アルバイトの経験なども記入できる。

特に部下をきちんとまとめ、引っ張っていける かという「マネジメント能力」を見られている のでそのような経験がある人は大いにアピー ルしたい。

国連履歴書 の書き方



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- *3 I was in charge of coordinating power projects in Thailand, Laos, and Cambodia, where I was mainly responsible for the following duties:
 - 1. Logistics Transportation of equipment and personnel required for construction of power plants.
 - 2. Preparation for bids of power projects by calculating costs, selecting subcontractors and preparing quotations.
 - 3. Treatment and settlement of various demands and claims from the respective authorities in the recipient countries.

Point

Point 7

自己PR欄。このスペースを有効に利用して思う存分自分を売り込もう。ただしダラダラ書くのは厳禁! 見やすく、箇条書きで書くこと。まず絶対に書いて欲しいのが

志望動機と海外経験(旅行、スタディーツアーも含む)だ。

旅行先は、途上国を入れたい。国連職員は、途上国の現場で働くことがほとんどなので、途上国への理解があることを示す必要があるからだ。短期間の旅行でもカウントされるので、途上国に行ったことがない人は、今からでも遅くない!無理してでも出かけてみよう。途上国でのボランティア経験がある人は、その経験が志望動機につながっていれば完璧だ。

このほか、パソコンのスキル、語学力などもアピールしておきたい。英語力については、TOEFL以外の検定試験(英検やTOEIC、国連英検など)の結果は、海外での知名度が低いため、意味がない。英語力をアピールしたいなら必ずTOEFLの点数を書こう。参考までに、国連の履歴書に書いて評価される点数は、TOEFL270点程度以上(旧PBTスコア620点以上)である。ただ、この点数に達していないからといって、まったく採用されないとは限らないので落胆しないように。

英語以外の言語については、そこまでできなくても、「語学学校に通って勉強中」など習得意欲があることをアピールできればよい。

Point 6

自分を良く知る知り合いを書く。ここでは、

その人の世界の広さや交際範囲を見られる。よって、あまりドメスティックな印象を持たせることは避けたい。3人のうち最低2人は外国人をあげるようにしよう。ただし、大学教授や組織の代表者などできるだけ社会的地位のある人を書くこと。職務経験欄でsupervisorとしてあげた人を再度Referenceに記載するのは避けること。

この欄に書かれた参考人への問い 合わせは稀だが、万が一問い合わせ があってもいいように、事前に許可 をとっておくことをおススメする。

Before



<最後に…>

AE/JPOを受験する人は、このほか外務省指定の日本語の応募用紙も記入する。この場合も、書かなければならない内容は英語と同じ。書類の内容が英語の履歴書と異なると一貫性がないと思われるので、気をつけよう。

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国連の面接といっても、外務省のAE/JPOや国連職 員採用競争試験など、いくつかケースがある。しかし、 基本的におさえておくべきポイントはどれも同じだ。面 接官は、応募書類を見て質問をするので、書類をしっ かりと準備しておけばあなたが「聞いて欲しい」と思う ことを面接官が聞いてくれるだろう。ただし、油断は禁 物だ。「ああしておけばよかった…」などと後で後悔し ないよう、面接もしっかりと準備しておこう。

職員、

および志望ポストへの志望動機は

きちんと答えられるようにしておきた

接 連面

これだけはおさえておきたい

5つのポイント

Point 3

ダラダラ話すな! 質問には簡潔に答えること!

いというものではない。短い時間でいか

つの質問に対して、長く答えればい

しく堂々としていれば、問題ない。 応募者は目もあてられない。終始礼儀正 Point 2

応募用紙に書いたことを やヒラヒラの可愛らしいスカートをはい 英語(フランス語)で説明できること! イメージを出すことが大切だ。 意!あくまでも、 てくる女性がいるらしいが、これは要注 たまに花柄のゴージャスなワンピース プロフェッショナルな

Point 1

TPOをわきまえた服装で!

【接の内容以前に、意外にチェックさ

Point 4

えないようにすることが重要だ。 TPOをわきまえ、面接官に不快感を与 のリクルートスーツで行く必要はない で行けば問題はないが、

必ずしも紺や黒

ないし

と裏で言われているので気をつけ

スーツにネクタイは常識。女性もスーツ れているのが面接時の服装だ。男性なら

ラとしゃべり続ける応募者もいるらしい

が、「こういう応募者ほど不快なものは

かをきちんと説明しよう! 自分はどのような貢献ができるの

いることを覚えておこう。 に的確に質問に答えられるかが試されて 特に自己PRの時間は2~3分が常 自分を売り込もうと10分以上ダラダ

Point 5

よく

明るくはきはきとしよう! 礼儀は正しく

らいは英語 ないように、

(フランス語) で説明できる 事前に書類に書いたことぐ

ように準備しておこう。なかでも、 かれるのが志望動機だ。最低でも国連

あわてて支離滅裂なことを言ってしまわ ス語で答えるなんてもっと大変!当日に て答えるのが大変なのに、

英語やフラン

ただでさえ緊張する面接…日本語だっ

ときの「Good morning」、そして最後退 など、基本的なマナーは忘れずに。 室するときの「Thank you for your time の「挨拶」。はじめに面接官に会った 声が小さくて挨拶もできない…なんて 意外に忘れがちなのが、はじめと終わ 明るくはきはきと言うことが大切。 そし

臨んだほうがいい。 かし、 何が貢献できるのか、 これまでの経験を冷静に分析し、 きちんと伝えよう。 にどのように生かすことができるのかを イナス以外のなにものでもない。 多少大げさにいうぐらいの意気込みで とかく謙遜しがちな日本人応募者。 国際社会ではこのような態度はマ 国連のプログラム 自分は 自分の

※記事・写真等は国際開発ジャーナル社の許諾を得て転載しています。 著作権は国際開発ジャーナルに帰属。記事、画像等の無断転載は一切お断りします。