United Nations Language Proficiency Examination (UNLPE)

UNV is pleased to announce that serving UN Volunteers are eligible to apply for the UNLPE. This document explains the applicable eligibility criteria and registration process for UN Volunteers wishing to register for the 2020 UNLPE.

1   Eligibility criteria

1. All UN Volunteers[1], except UN University Volunteers and UN Community Volunteers, are eligible.
2. Eligible UN Volunteers may apply for 1 UN language per year.
3. UNLPE eligibility criteria as described in the eligibility determination document (UN Common System – Externals) apply.

2   Registration Process

1. Registration process is managed centrally by the UN Secretariat
2. Refer to the HR Portal for UNLPE 2020 eligibility criteria, process and timeline
3. Determine your eligibility and prepare supporting documents.
4. To register (only possible) during registration period 1 – 22 June 2020, follow the instructions provided - How to register for the LPE (External applicants).
5. Select Contractual Status = "Affiliate of a UN entity"
6. Select entity and fee-paying entity[2] = "UNV-Bonn"
7. Enter your official UN email address
8. Upload the required supporting documents on UN Inspira:
   - Language proficiency / Certification of your use of language at work
   - Your UN ID card and latest UNV Personal Action Form[3] (PAF) or letter expressing intent to extend contract beyond the written exam date.
9. UNV will validate the list of UN Volunteers registered in UN Inspira.
10. For UNV-specific information, please contact UNV via the UNV e-Campus contact form (Subject: UN Volunteer learning –LPE)
11. For technical helpdesk assistance, please contact oahunlpe@un.org

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[1] For UN Volunteers serving in missions, UNV will clear enrollments for UNLPE 2020 provided confirmation of funds is submitted by the respective missions.
[2] UNV covers the registration fee of USD 200 for eligible UN Volunteers.
[3] Available in My Profile on VMAM for all new hires and contract extensions as of 05 May 2020. PAF was issued directly to UN Volunteers with contracts prior to 05 May 2020.

3 Frequently Asked Questions

1. **Before sending a query**, please read through the HR Portal, UNLPE FAQ, and this document first. You will find detailed information on eligibility, process, and timeline for UNLPE 2020.

2. **Are UN Volunteers eligible to receive language allowance upon passing the UNLPE?**
   No, there is no provision for language allowance for UNLPE for UN Volunteers. Access to UNLPE responds to demand from UN Volunteers across agencies as a professional development opportunity.

3. **Will my participation to UNLPE charged to my individual learning allowance?**
   No, the exam fee will not be charged to individual volunteer learning allowance, it will be covered by UNV through available funds.

4. **Why is the participation of UN Volunteers serving with UN mission subject to confirmation of fund by individual missions?**
   UN missions manage the learning funds for UN Volunteers. UNV HQ coordinates with UNV Field Offices to confirm usage of funds for UNLPE fees. Interested and eligible UN Volunteers may apply via UN Inspira.

5. **Should I send my registration for UNLPE to the UN Secretariat and UNV HQ via email?**
   No, registration process is online and managed centrally by UN Secretariat via UN Inspira.

6. **How do I register as an external candidate?**
   The HR portal (point 3) provides detailed guidance on how to create an Inspira account and register for UNLPE as an external applicant. Please provide your official UN email address during registration. UN Secretariat will ask for your roster number at a later stage.

7. **How many UNLPE languages may I register for?**
   Eligible UN Volunteers may register for 1 UN language per year. Please refer to language specific eligibility criteria (point 3 – 6) and submit documents via UN Inspira.

8. **Do I need to have a valid contract beyond the written exam date?**
   Yes, as per UNLPE eligibility criteria, UN Volunteers must have a valid contract beyond the date of the written exam. UN Volunteers are expected to upload a copy of their UN ID card and latest UNV Personal Action Form (PAF). If your UNV contract expires prior to the date of the written exam, submit a letter from your Host Entity expressing the intent to renew your contract beyond the written exam date.

9. **Who will approve my application at UNV?**
   The Capacity Development Team at UNV reviews and approves the UNLPE applications of UN Volunteer based on the eligibility criteria described in this document and the UNLPE eligibility determination document.