|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate** |  | | |
| **Interviewer** |  | | |
| **Date of interview** |  | | |
| **Subject Matter / Job Family: Conduct and Discipline (SAMPLE)** | | | |
| **Interview Question #1: SAMPLE Subject Matter: Conduct and Discipline**  **A good question on Conduct and Discipline might look like:** Tell me about a time you have needed to assist with the review of alleged misconduct by personnel.  ***Follow-Up:***   * *What was the situation? What role did you play in the review?* * *How did you go about conducting the review/assisting with the review? What was the outcome?* * *What did you find to be the most difficult part of the review process? What did you learn that you will apply to future situations or to the conduct and discipline programme?* | | | |
| **Notes** | | | |
| **SCORING** | | | |
| **Demonstrates strong knowledge of subject matter (2)** | | **Demonstrates sufficient knowledge of subject matter (1)** | **Demonstrates insufficient knowledge of subject matter (0)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate** |  | | |
| **Interview Question #2: SAMPLE Subject Matter: Protection of Civilians (PoC)**  **A good question on Protection of Civilians might look like:** Tell me about a time when you participated in the delivery of a protection of civilians training programme. Who was the target audience? How did you go about preparing for the training?  ***Follow-Up:***   * *How did you ensure the audience understood the training?* * *What was the most rewarding part of the training for you? What was most difficult?* * *Looking back, what are the things you would do the same? What would you do differently?* | | | |
| **Notes** | | | |
| **SCORING** | | | |
| **Demonstrates strong knowledge of subject matter (2)** | | **Demonstrates sufficient knowledge of subject matter (1)** | **Demonstrates insufficient knowledge of subject matter (0)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate** |  | | |
| **Interview Question #3: SAMPLE Subject Matter: Legal Affairs**  **A good question on Legal Affairs might look like:** Tell me about a time when you had to assist in the preparation of an agreement or contract. What was the situation? Who were the stakeholders involved?  ***Follow-Up:***   * *What sorts of issues did you need to take into consideration during the process? What was the outcome?* * *What types of challenges or difficulties did you face during the process? What approach did you take to address those challenges?* * *Is there anything you would do differently next time?* | | | |
| **Notes** | | | |
| **SCORING** | | | |
| **Demonstrates strong knowledge of subject matter (2)** | | **Demonstrates sufficient knowledge of subject matter (1)** | **Demonstrates insufficient knowledge of subject matter (0)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate** |  | | |
| **Gender Diversity / Inclusiveness / Mainstreaming** | | | |
| **Interview Question #4: Gender**  **A good question on gender diversity / inclusiveness / mainstreaming question might look like:** If you are successful in being rostered and deployed into a peace support operation, what types of measures do you think you might take within your functional area to create an environment that is welcoming to gender diversity/mainstreaming/inclusiveness?  ***Follow-Up:***   * *How has your experience and background prepared you to be effective in this regard?* * *What specific efforts have you engaged to reduce bias and champion gender diversity / mainstreaming / inclusiveness?* | | | |
| **Notes** | | | |
| **SCORING** | | | |
| **Demonstrate strong respect for gender diversity, equality and practices inclusiveness (2)** | | **Demonstrates awareness and respect for gender diversity (1)** | **Lacks awareness and respect for gender diversity, equality and inclusiveness (0)** |

**Explanatory Notes and Scoring Methodology Subject Matter Expertise Interview**

After the introduction part, inquiring about candidates’ expertise and experience of the respective subject matter as well as gender diversity / inclusiveness / mainstreaming constitutes the first substantive part of the selection interview for admission to the African Standby Capacity (ASC) and will be followed by the competency based interviewing part. Candidates will be asked three questions from the subject matter field(s) / generic job family/ies they fit in according to their qualifications and experience. In addition, a question on gender diversity / inclusiveness / mainstreaming is mandatory. The lists of 5 key areas of responsibility for each generic roster family as well as on gender diversity / inclusiveness / mainstreaming serve as guidelines for the questions to be asked. The actual formulation of the SME questions will be the responsibility of the respective subject matter expert of the interview panel.

The relevant generic job families / subject matters for the ASC are:

Substantive Areas

1. Civil Affairs
2. Political Affairs
3. Legal Affairs
4. Human Rights
5. Gender
6. Humanitarian Liaison
7. Protection of Civilians
8. Public Information
9. DDR

Mission Administration

1. Human Resources
2. Conduct and Discipline
3. Logistics
4. Procurement
5. Finance
6. Mission Security
7. Information, Communications and Technology

At the end of the selection interview, individual board members evaluate and score candidates’ answers with regard to the respective subject matter expertise and gender awareness and assess whether candidates posess strong, sufficient or insufficient knowledge of the respective subject matter and allocates the respective score. The “individual interview notes and scoring: subject matter expertise and gender awareness sheet” is used for this purpose.

Candidates can achieve a maximum score of 8 scoring points (4x2), if they show strong knowledge of all subject matters asked. In order to be considered for admission to the African Standby Capacity (ASC) candidates have to accomplish a minimum score of 4 scoring points in this part.

Once all board members have made their evaluation, results will be compared and a final decision will be taken by means of the “ASC panel evaluation and scoring summary sheet”.