

HOW DUNDEX OPERATES

When a UN agency takes the initiative		
UN Agency's Initiative	DUNDEX's Response	The End Result
A) When it has a short-term vacancy and is requesting DUNDEX to identify suitable experts to fill it.	DUNDEX searches its roster for suitable experts and submits multiple candidates to the UN agency for consideration.	The UN agency selects its preferred candidate and may request DUNDEX's assistance with the recruitment process.
B) When it has found a suitable expert for a vacancy and needs an institutional intermediary for the recruitment process.	DUNDEX incorporates into its roster the selected expert (after a rapid vetting process) and agrees to intermediate.	The selected candidate is recruited on an institutional contract through DUNDEX and deployed, often at short notice.

When a DUNDEX Associate takes the initiative		
DUNDEX Associate's Initiative	DUNDEX's Response	The End Result
C) When she/he is available for a short-term assignment and is searching for a suitable vacancy with a UN agency.	DUNDEX monitors continuously UN vacancy announcements and flags suitable opportunities to suitably qualified Associates.	The Associate applies for such vacancies; if she/he is selected, DUNDEX may, if appropriate, facilitate the recruitment.
D) When she/he has been offered a short-term assignment by a UN agency and needs an institutional intermediary.	DUNDEX agrees to intermediate and offers advice on contractual matters and on a broad range of deployment practicalities.	The selected candidate is recruited on an institutional contract through DUNDEX and deployed, often at short notice.

How are candidates selected for particular assignments – and by whom?
<p>Whenever DUNDEX receives a 'head-hunting' request, the following steps are usually taken :</p> <ul style="list-style-type: none"> • An in-depth roster search is initiated. The search process generates a 'long-list' comprising everyone who matches the requirements of the vacancy in terms of (a) substantive expertise; (b) familiarity with the requesting UN entity; (c) linguistic skills; (d) previous postings in the host country, and (d) declared tolerance with respect to the duty station's level of hardship and security. • Everyone on the 'long-list' is checked for interest and availability. Those who confirm are placed on a short-list which is sent to the requesting UN entity for review, vetting and selection. DUNDEX does not involve itself in the final selection process – we are not 'promoters' of particular candidates at the expense of others, but aim at producing the best possible match between supply and demand.

How does DUNDEX cover its cost? What does DUNDEX charge for its services?
<p>DUNDEX operates on the basis of a cost recovery fee (or management fee) of five per cent (5%). It is calculated on the basis of the grand total of the consultant's honorarium - and normally added by the recruiting agency <u>on top of</u> the consultant's net take-home pay (rather than deducted from it). In cases, where DUNDEX handles also DSA payments and/or air ticket arrangements for a consultant, a five per cent (5%) handling fee on such cost items is also charged to the recruiting agency.</p>