

STEP-BY-STEP GUIDE TO APPLYING AT UNFPA

*We recommend you to clear browser history and review FAQ before you apply.

*If you experience repeated technical difficulties, please send an email to recruiting@unfpa.org

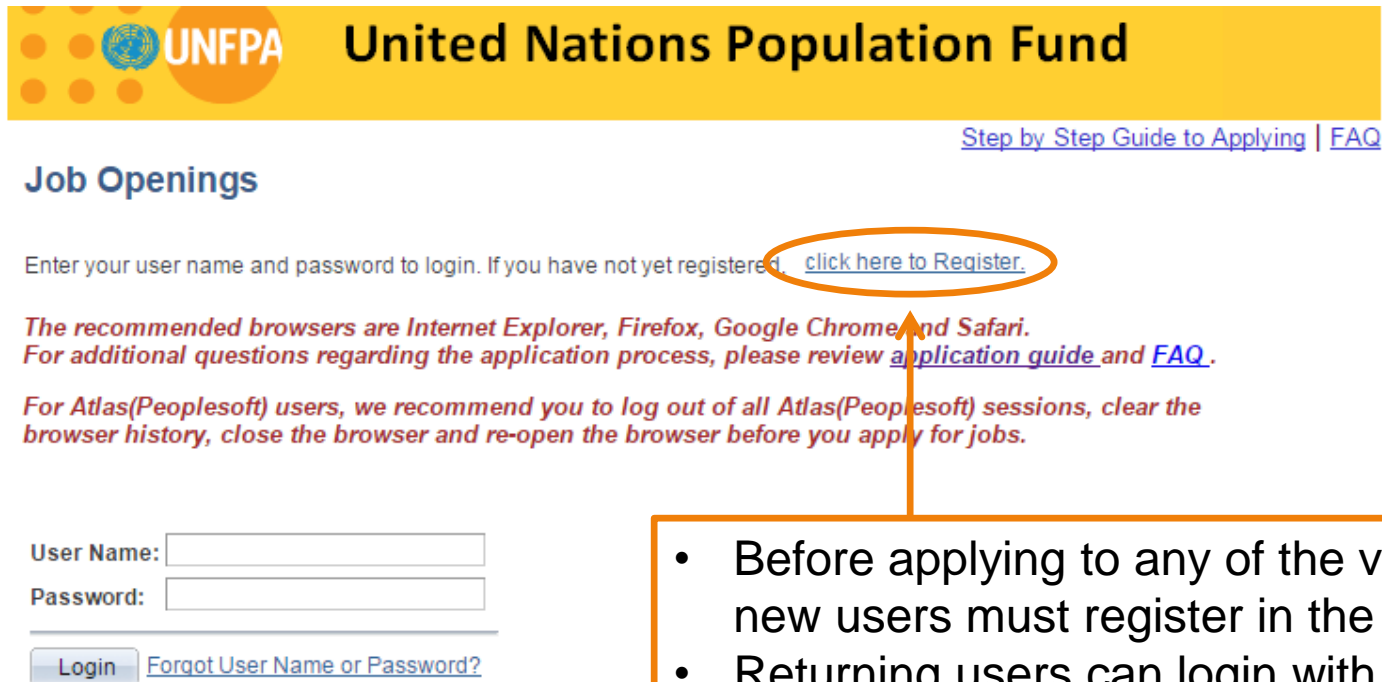
*Resumes sent directly to recruiting@unfpa.org will not be considered.


STEP-BY-STEP GUIDE TO APPLYING AT UNFPA

- Step 1: Registration
- Step 2: Personal Information
- Step 3: Select a Job
- Step 4: Fill Application
- Step 5: Review Application
- Step 6: Submit Application
- Step 7: Check Application Status
- Step 8: Set up Job Alerts

STEP 1: REGISTRATION

Please visit <https://erecruit.partneragencies.org/>



 **UNFPA** United Nations Population Fund

[Step by Step Guide to Applying](#) | [FAQ](#)

Job Openings

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

*The recommended browsers are Internet Explorer, Firefox, Google Chrome and Safari.
For additional questions regarding the application process, please review [an application guide](#) and [FAQ](#).*

For Atlas(Peoplesoft) users, we recommend you to log out of all Atlas(Peoplesoft) sessions, clear the browser history, close the browser and re-open the browser before you apply for jobs.

User Name:

Password:

[Forgot User Name or Password?](#)

- Before applying to any of the vacancies, new users must register in the system.
- Returning users can login with their existing username and password

STEP 2: PERSONAL INFORMATION



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[My Applications](#)

[Job Search and Alert](#)

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[Logout](#)

Welcome

[Personal Information](#)

[0 Applications](#)

- Once registered, please click on personal information

Job Title	Job Opening	Closing Date (Midnight Geneva)	Time Left
Deputy Representative (Mali, Bamako), P4	2903	16/04/2015	21d 6h 34m
Monitoring and Evaluation Specialist, Dhaka, Bangladesh, ICS-11 (P-4), Asia and the Pacific Region	2899	14/04/2015	19d 6h 34m
RHCS Coordinator, Kinshasa, DRC, ICS-11 (P-4) - Re-advertisement	2890	10/04/2015	15d 6h 34m
GBV Coordinator, Kinshasa, DRC, ICS-11 (P-4) - Re-advertisement	2892	10/04/2015	15d 6h 34m
Director, Regional Office Panama, Latin America and Caribbean Region, D2	2894	21/04/2015	26d 6h 34m
External Relations Advisor, Division for Governance and Multi-Lateral Affairs (DGM), ICS-12 (P-5), G	2893	31/03/2015	5d 6h 34m
Programme Coordination and Liaison Specialist, Division for Communications and Strategic Partnership	2891	06/04/2015	11d 6h 34m
Technical Specialist, Data Innovation and Analysis, P-3	2887	10/04/2015	15d 6h 34m

STEP 2: PERSONAL INFORMATION

* = Required Information

Personal Information

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Return to Previous Page](#)

Save

Close

Login Information

User Name: smujtaba

Password: [Change Password](#)

Preferred Method of Contact: Email

Name

- Please fill in the fields of this page, then Click “Save” Button
- After you complete your personal information, you can click “Close”.
- After you click “Close” on the “Personal Information” Page, you will go back to the account page. Now you are ready to apply for jobs.

- Create your profile as appropriate. Please answer all the required information (*=required Information).
- Please indicate your preferred Method of Contact as “Email”.
- Please indicate your primary email type and primary email address. This is an important step as you will need this email address to get back your username and password if you forget them.

STEP 3: SELECT A JOB



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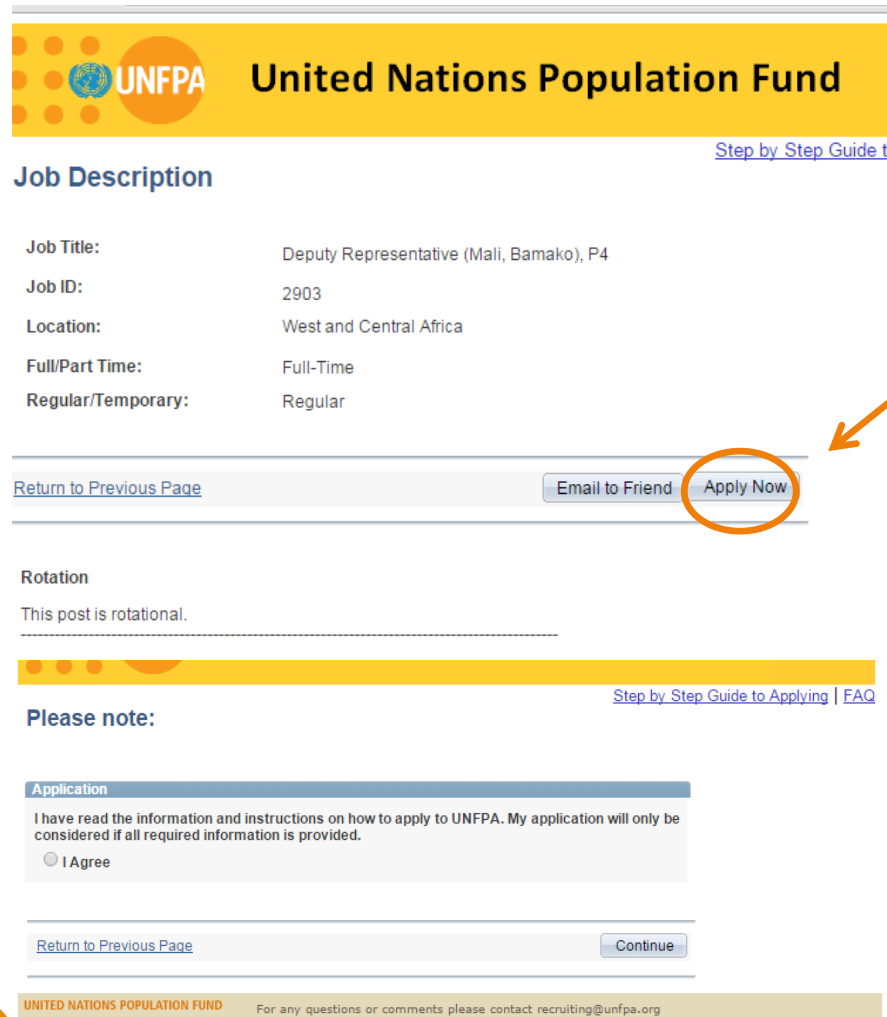
Current Job Openings

Job Title	Job Opening	Closing Date (Midnight Geneva)	Time Left
Deputy Representative (Mali, Bamako), P4	2903	16/04/2015	21d 5h 45m
Monitoring and Evaluation Specialist, Dhaka, Bangladesh, ICS-11 (P-4), Asia and the Pacific Region	2899	14/04/2015	19d 5h 45m
RHCS Coordinator, Kinshasa, DRC, ICS-11 (P-4) - Re-advertisement	2890	10/04/2015	15d 5h 45m
GBV Coordinator, Kinshasa, DRC, ICS-11 (P-4) - Re-advertisement	2892	10/04/2015	15d 5h 45m
Director, Regional Office Panama, Latin America and Caribbean Region, D2	2894	21/04/2015	26d 5h 45m
External Relations Advisor, Division for Governance and Multi-Lateral Affairs (DGM), ICS-12 (P-5), G	2893	31/03/2015	5d 5h 45m
Programme Coordination and Liaison Specialist, Division for Communications and Strategic Partnership	2891	06/04/2015	11d 5h 45m
Technical Specialist, Data Innovation and Analysis, P-3	2887	10/04/2015	15d 5h 45m
Regional Programme Adviser, Panama, P-5, LACRO - Re-advertisement	2881	03/04/2015	8d 5h 45m
Security Assistant, G-5, Office of the Security Coordinator, OED	2841	02/04/2015	7d 5h 45m
INTERNSHIP PROGRAMME at UNFPA Headquarters in New York	2392		Ongoing

- Once registered, you will be directed to the jobs page
- When you select the job you are interested, you will go to the direct job description Page



STEP 4: FILL YOUR APPLICATION



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[Step by Step Guide to](#)

Job Description

Job Title: Deputy Representative (Mali, Bamako), P4
Job ID: 2903
Location: West and Central Africa
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Return to Previous Page](#) [Email to Friend](#) [Apply Now](#)

Rotation

This post is rotational.

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Please note:

Application

I have read the information and instructions on how to apply to UNFPA. My application will only be considered if all required information is provided.

I Agree

[Return to Previous Page](#) [Continue](#)

UNITED NATIONS POPULATION FUND For any questions or comments please contact recruiting@unfpa.org

- Once you click on “Apply Now”, you will be directed to the screen below.
- Click “I agree” and Continue

- You will go to “Personal Information” page.
- Update your personal information to reflect your current situation. Then click “Continue”.
- Please remember to “Save” regularly.

STEP 4: FILL YOUR APPLICATION

UNFPA United Nations Population Fund

[Step by Step Guide to Apply](#)
[Printable Version](#)

Complete Application

Sana Mujtaba
You are applying for: Deputy Representative (Mali, Bamako), P4

[Exit Application](#) **Save** [Submit](#)

Availability
Desired Start Date:

Motivational Statement
*Please briefly describe your reasons for applying to this job:

Please do not cut and paste your entire CV/Resume. 0/1500 Characters

Work Experience
*Start Date: End Date:
*Employer:
[Remove Work Experience](#)

* = Required Information

- Please answer ALL the required information

- Each time you complete a section of the questionnaire please make sure to save the information you have entered.

Never exit the application without saving

STEP 4: FILL YOUR APPLICATION

Not currently working for UNFPA

* How did you hear about this job opportunity?

Vacancy announcement E-Mail

Employee Referral

UNFPA Employment Website

Social Media (Facebook, LinkedIn, Twitter)

Paper ad in newspaper/magazines

Job boards (Employment and career online services)

Job and Career Fairs

Other

* Are any of your direct relatives (Mother, Father, Sister, Brother, Daughter, Son) currently working with UNFPA?

Yes

No

[Exit Application](#)

- Always remember to “Save” before you submit your application.

- Click “Submit” when you have completed your application.
- Please make sure to answer all the required information.

STEP 5: REVIEW YOUR APPLICATION

- After you click “Submit”, you will go to “Review Application” Page.

* Are you a holder of a Green Card of the United States?

Yes

No

IMPORTANT: Please review your application. Click 'Continue' to submit.

Continue

Return to Previous Page

- If you see a mistake, please click “Return to Previous Page” at the page bottom to correct your application.
- If you are OK with your application, please click “Continue”

STEP 6: SUBMIT APPLICATION

- Once application is completed, and reviewed
- Click “I agree” to the terms” and click “Submit”.

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Submit Application

test unfpa
You are applying for: Evaluation Adviser, Evaluation Branch, Division for Oversight Services, ICS-12

Terms and Agreements

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on this application (or other documents requested by the organization) renders a staff member of the United Nations liable to termination or dismissal.

You will be requested to supply documentary evidence which supports the statements you have made above.

I agree to these terms I do not agree to these terms

[Return to Previous Page](#)

- You will be directed to “My Applications Page”
- Click OK, your application is now submitted

STEP 7: CHECK APPLICATION STATUS

- To check your application visit <https://erecruit.partneragencies.org/>
- Once you login, you will go to your account page.
- Click on the applications.

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Welcome test

Personal Information

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Current Job Openings

Job Title	Job Opening	Closing Date (Midnight Geneva)	Time Left
Evaluation Adviser, Evaluation Branch, Division for Oversight Services, ICS-12	1666		Ongoing
testing for position number	2226		Ongoing

- **IMPORTANT:** If the “Recruiting Status” is open, you can make changes to an application that was already submitted. You can edit and resubmit your application.
- However, if the “Recruiting Status” is closed, you will not be able to edit your application.

STEP 8: SET UP JOB ALERTS

- Login your account and click on Job Search and Alerts

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Current Job Openings

Job Title	Job Opening	Closing Date (Midnight Geneva)	Time Left
Evaluation Adviser, Evaluation Branch, Division for Oversight Services, ICS-12	1666		Ongoing
testing for position number	2226		Ongoing

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Search Job Openings

Job Search and Alert:

Search Criteria

Click on the icon to expand Search Criteria

Search Results	Job ID	Duty Station	Recruiting Location	Closing	Time Left
Evaluation Adviser, Evaluation Branch, Division for Oversight Services, ICS-12	1666	United States, New York	Headquarters		Ongoing
UNFPA Surge Roster - Emergency Driver	2028	Togo, Lome	Africa		Ongoing
Programme Analyst	2042	Belarus, Minsk	Headquarters	07/12/2013	8d 2h 51m
Secretary	2050	Nicaragua, Managua	Headquarters	08/12/2013	9d 2h 51m

- You will go to “Search Job Openings” page.
- Click the expand “Search Criteria” icon to expand the search result.

STEP 8: SET UP JOB ALERTS

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Search Job Openings Job Search and Alert:

▼ Search Criteria

Hold down the Ctrl/Command button to select multiple options

Job Classification:
Administration
Audit
Communication
Finance

Recruiting Location:
Africa
Arab States
Asia and Pacific
Eastern Europe, Central Asia

Duty Station:
Afghanistan
Aland Islands
Albania
Algeria

Grade:
ICS01 / G1
ICS02 / G2
ICS03 / G3
ICS04 / G4

- You will go to the detailed “Job Search Openings” page.
- You can search the jobs based on your selection on Job Classification, Recruiting Location, Duty Station and Grade.
- Select your search criteria, then click “Search”. It will give you the search result.
- If you want to save your search, click “Save Search.”

STEP 8: SET UP JOB ALERTS

- If you want to set up your job alert and get email notifications for the jobs you are interested in, please “Save Search” first.

Search Job Openings Job Search and Alert: None

Search Criteria

Hold down the Ctrl/Command button to select multiple options

Job Classification: All, Administration, Audit, Communication, Finance

Recruiting Location: All, Africa, Arab States, Asia and Pacific, Eastern Europe, Central Asia

Duty Station: All, Afghanistan, Aland Islands, Albania, Algeria

Grade: ICS10 / P3, ICS11 / P4, ICS12 / P5, ICS13 / D1, ICS14 / D2

Search Clear Save Search

- You will go to “Save Search” Page.
- Check the Job Alert Box.
- Then Click “Save”.

Job Openings My Applications Job Search and Alert Step by St Logout

Search Job Openings Job Search and Alert: None

Save Search

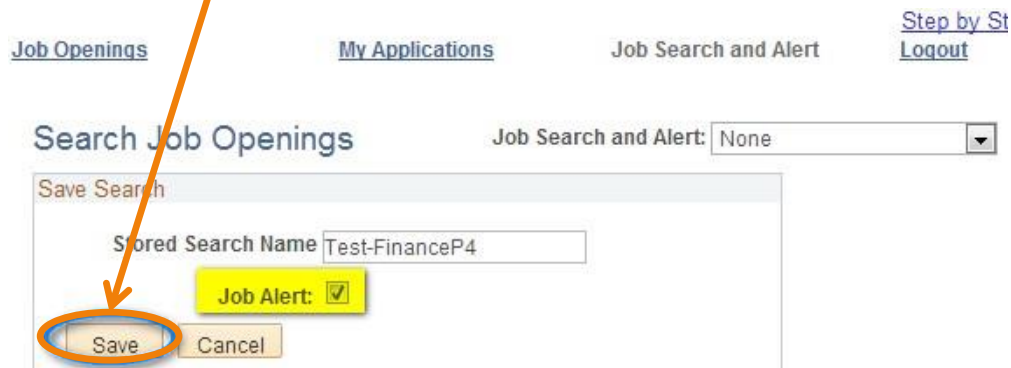
Stored Search Name Test-FinanceP4

Job Alert:

Save Cancel

STEP 8: SET UP JOB ALERTS

- Now in the “Job Search and Alert” Section, you will see the saved job alert.
- When there are job openings that meet your criteria, you will get an email notification from vacancy@unfpa.org.
- Please note that each applicant can set up a maximum of 5 job searches and alerts
- If you want to change your job search or job alert, please select the job search and alert you want to change.



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[Logout](#)

Search Job Openings Job Search and Alert: None

Save Search

Stored Search Name: Test-FinanceP4

Job Alert:

Save Cancel

GOOD LUCK!

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- <https://twitter.com/UNFPACareers>
- <https://www.facebook.com/UNFPA>

