

How to apply

Virginia
CRAM-MARTOS

Director of the Trade and Timber Division,
Economic and Social Development Network

Duty Station: Geneva, Switzerland



Your application is
your **passport**
to a career with
the United Nations.

Application process

- Searching for job openings
- Understand the position and location
- Creating a profile and preparing an application
- Submitting a job application
- Evaluation of the application
- Assessment exercise
- Competency-based interview
- Selection notification
- Background checks

Searching for job openings

http://careers.un.org

The screenshot shows the UN Careers website in a Windows Internet Explorer browser window. The address bar displays <http://careers.un.org/lbw/Home.aspx>. The page features four main navigation columns:

- Why work at UN?**
 - Who we are
 - What we do
 - Where we are
 - Career support
 - Pay and benefits
- What can I do at UN?**
 - What we look for
 - Job Networks
 - Career paths
 - Working in the field
- What are my career options?**
 - Staff categories
 - National competitive recruitment examination
 - Language competitive examination
 - Associate expert programme
 - Volunteer programme
 - Internship programme
 - Temporary jobs
- How do I apply?**
 - Job openings
 - Creating your job application
 - Application process
 - At your interview

The central section is titled **JOB ALERTS** and includes a search bar labeled "Search Job Openings". Below this is a search filter box with the following fields:

- Category:** All
- Level:** All
- Job Network:** All
- Job Family:** All
- Department/Office:** All
- Duty Station:** All
- By date posted:** All

Buttons for "Search" and "Reset" are located at the bottom right of the filter box. The Windows taskbar at the bottom shows the Start button, Internet Explorer, and several open applications including "UN Care...", "John Eri...", "C:\Docu...", "Microsof...", "Washing...", "MEETIN...", and "Microsof...". The system tray shows the time as 10:05 AM and the Internet Explorer status bar shows "Done" and "100%".

Searching for job openings

<http://careers.un.org>

Home | FR | UN.org | Site map | Contact us

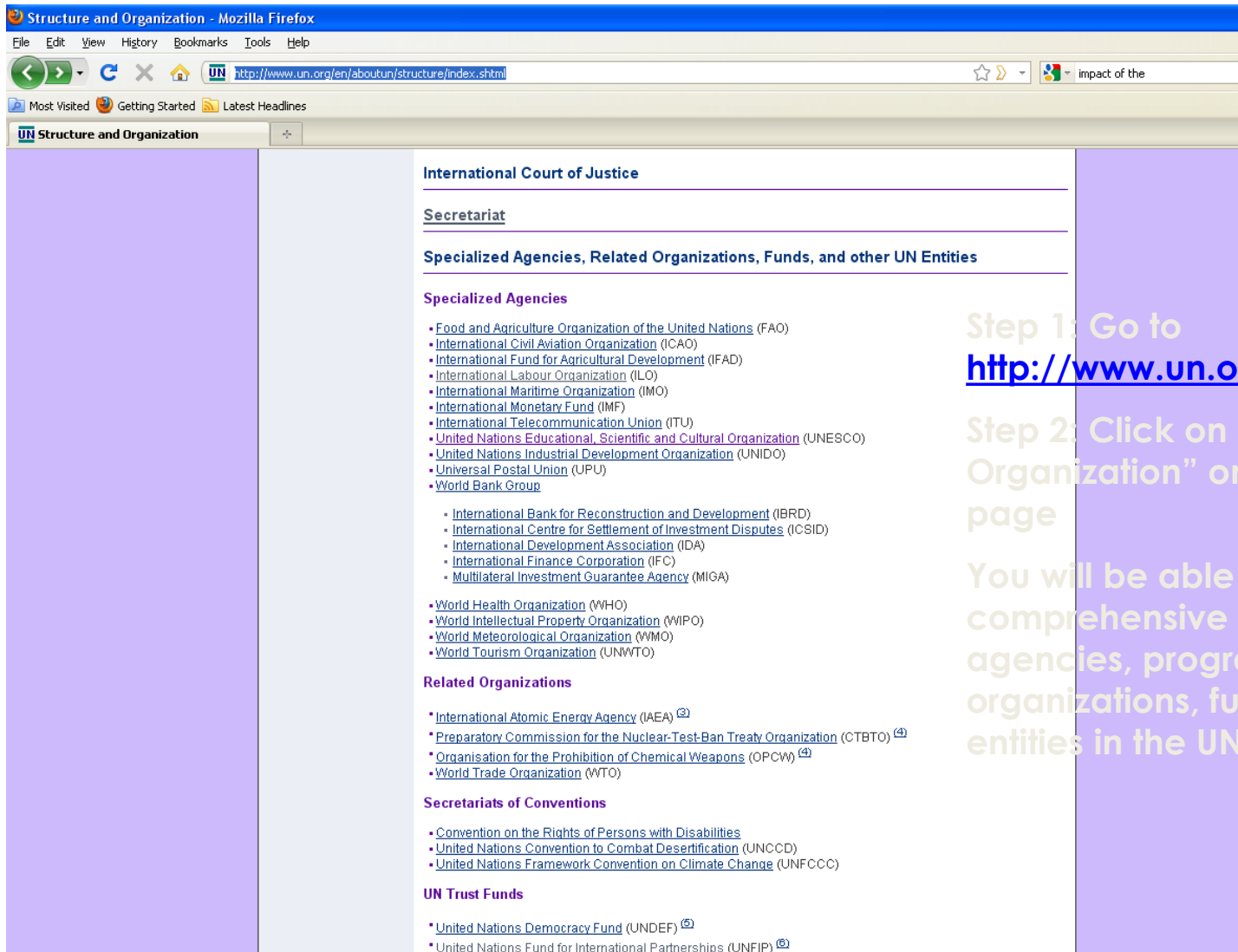
Job openings

Applications from women candidates are strongly encouraged as the United Nations supports gender equality in the workplace.

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concern itself with information on bank accounts. Applicants who are seriously being considered for a position will be contacted for an interview. For information on how to fill out your application, please go to [Creating your job application](#).

Job Title	Level	Job Network	Job Family	Department/Office	Duty station	Deadline
Head, Unit for Economic Cooperation and Integration among Developing Countries	D-1	Economic and Social Development	Economic Affairs	United Nations Conference on Trade and Development	Geneva	19/06/2010
Librarian	P-3	Communication and Information Technology	Information Management	Department of Public Information	New York	19/06/2010
Information Management Officer	P-3	Communication and Information Technology	Information Management	Office of the Coordinator of Humanitarian Affairs	Geneva	19/06/2010
Information Systems Officer (Risk-Performance and Compliance)	P-3	Communication and Information Technology	Information System and Technology	United Nations Joint Staff Pension Fund	New York	19/06/2010
Information Systems Officer (Trading, Operations and Reconciliation)	P-3	Communication and Information Technology	Information System and Technology	United Nations Joint Staff Pension Fund	New York	19/06/2010
Programme Officer (Remote)	P-3	Economic and Social	Drug Control and	United Nations Office on Drugs and Crime	Vienna	19/06/2010

Specialized Agencies, Programmes, Related Organizations, Funds and Other UN entities



Structure and Organization - Mozilla Firefox

File Edit View History Bookmarks Tools Help

UN <http://www.un.org/en/aboutun/structure/index.shtml>

Most Visited Getting Started Latest Headlines

UN Structure and Organization

International Court of Justice

Secretariat

Specialized Agencies, Related Organizations, Funds, and other UN Entities

Specialized Agencies

- [Food and Agriculture Organization of the United Nations \(FAO\)](#)
- [International Civil Aviation Organization \(ICAO\)](#)
- [International Fund for Agricultural Development \(IFAD\)](#)
- [International Labour Organization \(ILO\)](#)
- [International Maritime Organization \(IMO\)](#)
- [International Monetary Fund \(IMF\)](#)
- [International Telecommunication Union \(ITU\)](#)
- [United Nations Educational, Scientific and Cultural Organization \(UNESCO\)](#)
- [United Nations Industrial Development Organization \(UNIDO\)](#)
- [Universal Postal Union \(UPU\)](#)
- [World Bank Group](#)

- [International Bank for Reconstruction and Development \(IBRD\)](#)
- [International Centre for Settlement of Investment Disputes \(ICSID\)](#)
- [International Development Association \(IDA\)](#)
- [International Finance Corporation \(IFC\)](#)
- [Multilateral Investment Guarantee Agency \(MIGA\)](#)

- [World Health Organization \(WHO\)](#)
- [World Intellectual Property Organization \(WIPO\)](#)
- [World Meteorological Organization \(WMO\)](#)
- [World Tourism Organization \(UNWTO\)](#)

Related Organizations

- [International Atomic Energy Agency \(IAEA\)](#) ⁽³⁾
- [Preparatory Commission for the Nuclear-Test-Ban Treaty Organization \(CTBTO\)](#) ⁽⁴⁾
- [Organisation for the Prohibition of Chemical Weapons \(OPCW\)](#) ⁽⁴⁾
- [World Trade Organization \(WTO\)](#)

Secretariats of Conventions

- [Convention on the Rights of Persons with Disabilities](#)
- [United Nations Convention to Combat Desertification \(UNCCD\)](#)
- [United Nations Framework Convention on Climate Change \(UNFCCC\)](#)

UN Trust Funds

- [United Nations Democracy Fund \(UNDEF\)](#) ⁽⁵⁾
- [United Nations Fund for International Partnerships \(UNFIP\)](#) ⁽⁶⁾

Step 1: Go to <http://www.un.org/en/>

Step 2: Click on "Structure and Organization" on the main page

You will be able to access comprehensive links of agencies, programmes, organizations, funds and entities in the UN system

Current Vacancies – Create profile in eRecruit <http://www.unfpa.org/employment/>


UNFPA's
online
application
management
system

- Profile updated regularly and submitted for more than one vacancy.



The screenshot shows the 'Employment Opportunities with UNFPA' website. The browser window title is 'Employment Opportunities with UNFPA - Windows Internet Explorer'. The address bar shows 'http://www.unfpa.org/employment/index.htm'. The page features a navigation menu with categories like 'POPULATION ISSUES', 'ABOUT UNFPA', 'WORLDWIDE', 'NEWS', 'STATE OF THE WORLD POPULATION', 'ICPD & MDG FOLLOW UP', and 'PUBLICATIONS'. A sidebar on the left lists 'Employment Opportunities', 'Current Vacancies', 'Consultants Roster', 'Junior Professionals', and 'Internships'. The main content area is titled 'EMPLOYMENT OPPORTUNITIES' and includes a 'CALL FOR CVS' section, a list of links for 'Current Vacancies', 'Consultant Roster', 'Junior Professionals', and 'Internships', and detailed text about UNFPA's work environment and requirements for professionals. A notice at the bottom states that UNFPA does not charge any application fees.


New Employment Website



United Nations Population Fund

[About](#) | [Topics](#) | [Worldwide](#) | [News and Updates](#) | [Research and Publications](#) | [ICPD/MDGs](#) | [Special Initiatives](#)

Work with us



Join the team

UNFPA is making a real difference in the world. Join us and you will too. Because at UNFPA, everyone counts.

Sabina Saad
POLICY SPECIALIST AT UNFPA HEADQUARTERS

- Resources for Applicants
 - Selection process
 - Step-by-step guide to apply
 - Employment for staff positions
 - Junior Professional Officers
 - Other employment
 - Frequently asked questions
- Working for UNFPA
 - Rewards package
 - Diverse environment


Current Vacancies


Note: Due to standard maintenance @Rachul is unavailable every Friday 8:30PM to Saturday 8:30AM NY time.


- Procurement Specialist, IC 3-10, Copenhagen, P 88
- Admin and Finance Assistant, GS, Technical Division
- Programme Specialist, Adolescents and Youth, IC 3-10, Arab States Regional Office
- Web Editor, Media and Communications Branch, Information and External Relations Division, New York
- Website Specialist, Media and Communications Branch, Information and External Relations Division, N
- Gender Specialist, Kabul, Afghanistan, Asia and the Pacific Region, IC 3-11 (P-4)
- Advocacy and Communications Specialist, Kabul, Afghanistan, Asia and the Pacific Region, IC 3-10 (P-3)
- Chief Technical Adviser, Census, IC 3-12, Democratic Republic of Congo
- UN Reform Coordinator, UN Reform Unit, Programme Division, New York, IC 3-11 (P-4)
- Administrative Associate, Office of the Executive Director (OED), New York, IC 3-8, (G-3)
- UNFPA Deputy Representative, Kabul, Afghanistan, Asia and the Pacific Region, IC 3-12, P-5 (Re-adver)
- Chief, Population and Development Branch, Technical Division, D1
- INTERNSHIP PROGRAMME at UNFPA Headquarters in New York

[VIEW ALL VACANCIES >](#)

UNFPA Changes Lives

- 

Counting on each other >
- 

How UNFPA staff change lives every day >
- 

More Videos >

United Nations Volunteers (UNV)

<http://www.unv.org/how-to-volunteer.html>



- ABOUT US
- WHAT WE DO
- HOW TO VOLUNTEER
- NEWS & RESOURCES
- VOLUNTEER VOICES
- PARTNERS

You are here: [Home](#) > [How to volunteer](#)

- ▶ What it means to be a UN Volunteer
- ▶ Register to be a UN Volunteer
- ▶ Special recruitment
- ▶ FAQs
- ▶ Other volunteer opportunities
- ▶ Online volunteers

How to volunteer



The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development, and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

Be a volunteer

UNV is inspired by the conviction that volunteerism is a powerful means of engaging people in tackling development challenges worldwide. Everyone can contribute their time, skills and knowledge through volunteer action, and their combined efforts can be a significant force for achieving peace and development.

Volunteering makes important economic and social contributions, contributing to a more cohesive society by building trust and reciprocity among citizens. It can be both challenging and rewarding and require you to use your skills in a new context. You can also transfer useful knowledge while gaining a greater understanding of the issues affecting other people.

[Read more about volunteerism for peace and development.](#)



How to register brochure

- [عربي](#)
- [中文](#)
- [English](#)
- [Español](#)
- [Français](#)

UNV news

▶ UN agencies present new

Before preparing your application

- Understand the position and location
- Improves your ability to position yourself to meet the needs of the hiring office
- Saves time and reduces frustration that results from applying for jobs not suited to your strengths, aspirations and personal circumstances

Creating a profile & preparing an application

Inspira

Menu

Search:

- Self Service
 - Personal Information
 - Performance Management
 - Recruiting Activities
 - Careers
 - Interview Evaluations
 - Interview Calendar
 - Review Transactions
 - Manager Self Service
 - Recruiting
 - Set Up HRMS
 - Worklist
 - Reporting Tools
 - PeopleTools
 - My Personalizations
 - My System Profile
 - My Dictionary

My Profile

The profile pages contain your contact details including name, address, phone number and other relevant information. Changes made to your contact details on these pages will be updated on all of the jobs you have applied to.

[Return to Previous Page](#) [Go to Next Page](#)

Name

Name Prefix: Mr
First Name: JOHN
Middle Name: LEE
Last Name: ERICSON **Other Name:**

Nationality

*Country of nationality: Sweden

Nationality at birth Find | View All First 1 of 1 Last

*Country of nationality at birth: Sweden

Creating a profile & preparing an application UNFPA e-Recruit

<https://erecruit.partneragencies.org/erecruit.html>



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

* = 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](#)

Login Information

User Name: njaille
Password: [Change Password](#)
Preferred Method of Contact: Not Specified

Name

Name Prefix:
*First Name:
Middle Name:
*Last Name:

Address

Country: United States
Address 1:
Address 2:
Address 3:
City: State:
Postal:

Personal History Profile (PHP)

- Personal Information
- Education and publications
- Employment history
- Languages
- References

Personal History Profile (PHP) (Employment history)

Description of Duties

- Duties:
 - What you did in your job
- Describe your responsibilities with careful attention to the vacancy for which you are applying
- Use
 - Current job: present tense
 - Past job(s): past tense

Summary of Achievements

- Achievements:
 - How well you did in your job
- Provide specific examples where you made an impact/contribution in the positions for your Education and Publications

Cover Letter

- Describe how your experience, qualifications and competencies match the specific position
- You can distinguish yourself from other candidates by highlighting what makes you a good match for the position
- Structure
 - Open with a statement of interest
 - Summarize your qualifications, experience and competencies relating to the specific positions
 - Close with a brief recapitulation
- Make it impressive and customize it

Additional Tips

- The UN will first get to know you through your application/PHP
- Be truthful, accurate and specific
- Make your words count
- Write/edit in word processor
- Proofread
- Print application/PHP on screen or paper to check
- Save your applications

Gracias

Merci

شكرا

www.un.org

<http://careers.un.org>

谢谢

Thank you

Спасибо

