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



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http://careers.un.org



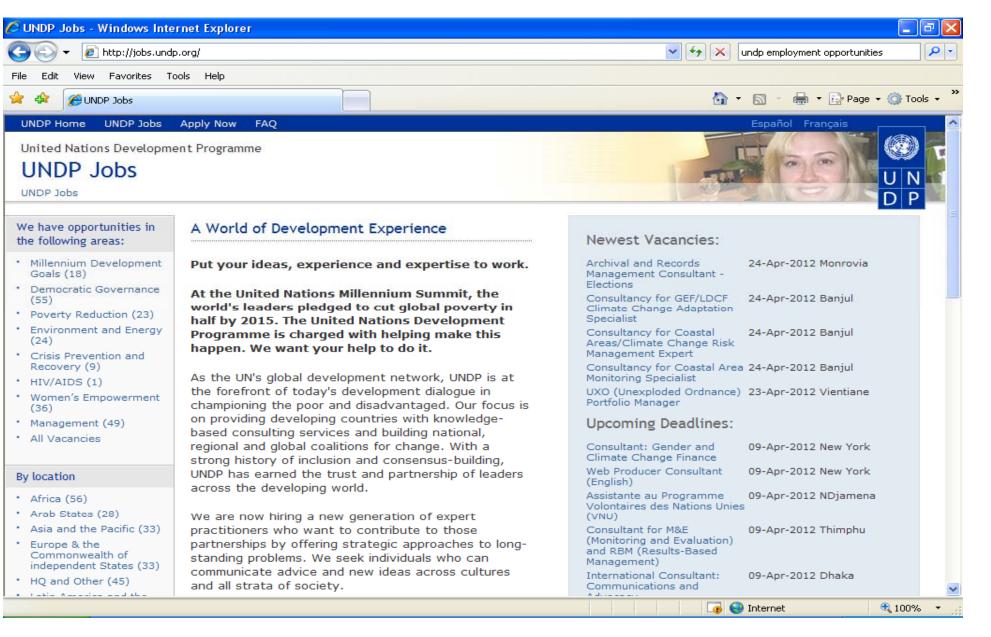
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opportunities.

UNFPA http://www.unfpa.org/employment

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Sabina Saeed POLICY SPECIALIST AT UNFPA HEADOUARTERS

Resources for Applicants

± 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

Note: Due to standard maintenance eRecut is unavailable every Friday 6:33PM **UNFPA** Changes Lives

Current Vacancies

to Salurday 6.30AM NY lime.

Procurement Specialist, IC 8-10, Copenhagen, P8B

Admin and Finance Accistant, G5, Technical Division

Programme Specialist, Adolescents and Youth, IC 8-10, 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 Paolfio Region, IC 8-11 (P-4)

Advoceoy and Communications Specialist, Kabul, Afghanistan, Asia and the Paolitic Region, IC8-10 (P-3

Chief Teohnical Adviser, Census, IC8-12, Democratic Republic of Congo

UN Reform Coordinator, UN Reform Unit, Programme Division, New York, IC8-11 (P-4)

Administrative Accoulate, Office of the Executive Director (OED), New York, IC8-8, (G-8)

UNFPA Deputy Representative, Kabul, Afghanistan, Asia and the Paolflo Region, IC 8-12, P-6 (Re-adver

Chief, Population and Development Branch, Technical Division, D1

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UN Volunteers www.unv.org/how-to-volunteer.html



Personal History Profile (PHP)

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



Personal History Profile (PHP) (Employment history)

Description of Duties

Summary of Achievements

- 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

- 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



