

# 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.



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# 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



# http://careers.un.org

UN Careers - Windows Internet Explorer

https://careers.un.org/lbw/home.aspx?lang=en-US

File Edit View Favorites Tools Help

UN Careers

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

 **United Nations**  
**careers**

The



Opening of the Millennium Development Goals (MDG) Summit, as Secretary-General Ban Ki-moon delivers remarks.  
New York, UNITED STATES  
UN Photo /Rick Bajamas

Peace and Security Human Rights Economic and Social Development

Meet our Global Workforce

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Done Internet 100%

# 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

Below the navigation links, the text **JOB ALERTS** is prominently displayed. Underneath it, a search bar is labeled "Search Job Openings".

The main content area contains a search form with the following fields and options:

- Category:** All (dropdown)
- Level:** All (dropdown)
- Job Network:** All (dropdown)
- Job Family:** All (dropdown)
- Department/Office:** All (dropdown)
- Duty Station:** All (dropdown)
- By date posted:** All (dropdown)
- Search** button
- Reset** button

At the bottom of the page, there is a "Stay Connected" section. The Windows taskbar at the very bottom shows the Start button and several open applications, including "UN Care...", "John Eri...", "C:\Docu...", "Microsof...", "Washing...", "MEETIN...", and "Microsof...". The system clock indicates the time is 10:05 AM.

# Searching for job openings

## <http://careers.un.org>


UN Careers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Copy Paste

Address <http://careers.un.org/UNCareers/tabid/65/viewtype/SJ/vacancy/All/language/en-US/Default.aspx> Go Links »

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



United Nations  
careers

## 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](#).

Professional and higher categories | **Field services** | General services and related categories | Internship

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

Start | UN C... | Joh... | BBC ... | UN ... | PRE... | MEE... | Finla... | Kore... | Doc... | Doc... | Micr... | Internet 9:30 AM



# UNDP Jobs

## <http://jobs.undp.org>

The screenshot shows the UNDP Jobs website as it appeared in early 2012. The browser window is titled "UNDP Jobs - Windows Internet Explorer" and the address bar shows "http://jobs.undp.org/". The search bar contains the text "undp employment opportunities". The website's navigation bar includes links for "UNDP Home", "UNDP Jobs", "Apply Now", and "FAQ", along with language options for "Español" and "Français". The main header features the United Nations logo and the text "United Nations Development Programme" and "UNDP Jobs".

**We have opportunities in the following areas:**

- Millennium Development Goals (18)
- Democratic Governance (55)
- Poverty Reduction (23)
- Environment and Energy (24)
- Crisis Prevention and Recovery (9)
- HIV/AIDS (1)
- Women's Empowerment (36)
- Management (49)
- All Vacancies

**By location**

- Africa (56)
- Arab States (28)
- Asia and the Pacific (33)
- Europe & the Commonwealth of Independent States (33)
- HQ and Other (45)
- Latin America and the Caribbean (28)

**A World of Development Experience**

**Put your ideas, experience and expertise to work.**

**At the United Nations Millennium Summit, the world's leaders pledged to cut global poverty in half by 2015. The United Nations Development Programme is charged with helping make this happen. We want your help to do it.**

As the UN's global development network, UNDP is at the forefront of today's development dialogue in championing the poor and disadvantaged. Our focus is on providing developing countries with knowledge-based consulting services and building national, regional and global coalitions for change. With a strong history of inclusion and consensus-building, UNDP has earned the trust and partnership of leaders across the developing world.

We are now hiring a new generation of expert practitioners who want to contribute to those partnerships by offering strategic approaches to long-standing problems. We seek individuals who can communicate advice and new ideas across cultures and all strata of society.

**Newest Vacancies:**

Archival and Records Management Consultant - Elections	24-Apr-2012 Monrovia
Consultancy for GEF/LDCF Climate Change Adaptation Specialist	24-Apr-2012 Banjul
Consultancy for Coastal Areas/Climate Change Risk Management Expert	24-Apr-2012 Banjul
Consultancy for Coastal Area Monitoring Specialist	24-Apr-2012 Banjul
UXO (Unexploded Ordnance) Portfolio Manager	23-Apr-2012 Vientiane

**Upcoming Deadlines:**

Consultant: Gender and Climate Change Finance	09-Apr-2012 New York
Web Producer Consultant (English)	09-Apr-2012 New York
Assistante au Programme Volontaires des Nations Unies (VNU)	09-Apr-2012 NDjamena
Consultant for M&E (Monitoring and Evaluation) and RBM (Results-Based Management)	09-Apr-2012 Thimphu
International Consultant: Communications and Advocacy	09-Apr-2012 Dhaka

# UNICEF

## <http://www.unicef.org/about/employ>

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

unite for  
children

unicef

[HOME](#) | [INFO BY COUNTRY](#) | [WHAT WE DO](#) | [ABOUT UNICEF](#) | [UNICEF PEOPLE](#) | [SOCIAL MEDIA](#) | [UNITE FOR CHILDREN UNITE AGAINST AIDS](#) | [PRESS CENTRE](#) | [THE STATE OF THE WORLD'S CHILDREN](#) | [UNICEF TELEVISION & UNICEF RADIO](#)

## Employment at UNICEF

### UNICEF Job Search >

Search for jobs without registering

Register to the e-Recruitment system

Ligon to e-Recruitment (for external candidates)

### Need Help? >

Having difficulties applying, registering or logging-in to the e-Recruitment system? For assistance, contact us at:

[eRecruitment@unicef.org](mailto:eRecruitment@unicef.org)

### Senior staff vacancies and short term opportunities >

In this section view vacancies for Senior Staff positions as well as short-term employment opportunities.



"What I find exciting about my work is the potential for making a difference for children. I feel like I have the perfect job."  
- David Gressly, Deputy Humanitarian Co-ordinator

### Welcome to the UNICEF Employment Website!

We're passionate about our cause and committed to our mission: to promote the equal rights of children, an to support their full participation in the political, social and economic development of their communities. That's our vision. And it's the world we'd like to build with you.

### Junior Professional Officer >

JPOs are professional level staff that are sponsored by their respective governments to acquire experience in international development cooperation activities.

### New and Emerging Talent Initiative >


An initiative that provides qualified individuals with dedicated learning and work experience to grow towards management roles with UNICEF.

### Meet UNICEF staff >

Meet UNICEF staff and learn how you can help build a workforce for children.

### Frequently asked questions - FAQs >

Please click above to find some answers to Frequently Asked Questions.

SEARCH 

Passion. Commitment. Dedication. In over 190 countries around the world, 11,000 UNICEF staff are changing children's lives for the better. Watch this video to learn more.

VIDEO [high](#) | [low](#)


### Related Links

[Read UNICEF staff profiles](#)

[Learn about our Junior Professional Programme](#)


# UNFPA

## <http://www.unfpa.org/employment>

**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 Saeed**  
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


Note: Due to standard maintenance eRecruit is unavailable every Friday 6:30PM to Saturday 6:30AM NY time.

#### Current Vacancies


- Procurement Specialist, IC 8-10, Copenhagen, P-8B
- Admin and Finance Assistant, 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 Pacific Region, IC 8-11 (P-4)
- Advocacy and Communications Specialist, Kabul, Afghanistan, Asia and the Pacific Region, IC 8-10 (P-3)
- Chief Technical Adviser, Census, IC 8-12, Democratic Republic of Congo
- UN Reform Coordinator, UN Reform Unit, Programme Division, New York, IC 8-11 (P-4)
- Administrative Associate, Office of the Executive Director (OED), New York, IC 8-8, (G-8)
- UNFPA Deputy Representative, Kabul, Afghanistan, Asia and the Pacific Region, IC 8-12, P-6 (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 >



# UN Volunteers

## www.unv.org/how-to-volunteer.html

United Nations Volunteers: How to volunteer - Windows Internet Explorer

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

United Nations Volunteers: How to volunteer

english | français | español

Home | Contact us | FAQs | Search | Sitemap | UNDP Information Disclosure Policy | What is RSS?

# UN Volunteers

inspiration in action

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

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

## How to volunteer

**What it means to be a UN Volunteer**

**Register to be a UN Volunteer**

**Special recruitment**

**FAQs**

**Former UN Volunteers**

**Other volunteer opportunities**

**Online volunteers**



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 requires you to use your skills in a new context. You can also transfer

## State of the World's Volunteerism Report

UN Volunteers

inspiration in action

Search >>

**How to register brochure**

[عربي](#)

[中文](#)

[English](#)

[Español](#)

Done

Internet

100%

# 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





Thank you

Merci

Gracias

شكراً

谢谢

Спасибо

[www.un.org](http://www.un.org)

<http://careers.un.org>

