UNFPA Consultant’s Guide
For Creating or Updating One’s Profile in the Roster

Welcome to the UNFPA Consultant Roster. This online application enables you to register and create your profile in our global consultants database.

1. **URL.** This is the URL to access the UNFPA Consultant Roster:

2. **Browser.** If you are using a computer in a UNFPA office, there might be an error caused by using the same browser that has been used to access other Atlas applications (UNFPA ERP). To address this potential problem, you may do any of the two options:
   a. You use another browser; i.e., use Internet Explorer if you tend to use Chrome to access Atlas.
   b. You may continue to use the same browser but you need to clear all “cookies”.

3. **Help.** If you encounter some technical problems and got stuck, please email us at consultantrosterhelpdesk@unfpa.org. Please attach the relevant screen shots that would allow us to understand at what step or screen you got stuck or encountered a problem.

Online forms are sometimes challenging to complete and technical difficulties could be encountered. Please browse through this guide so you would know what to expect and what screens you will encounter. Thank you!
REGISTERING OR LOGGING IN

After keying in the URL, you will be brought to the landing page of the Consultant Roster.

After browsing through the description of the roster and the Consultant Roster Guide, you may click on the “Registration and Login” button (see arrow).
You will be brought to a page with the heading “Job Description” and contains the description of the Roster and the general qualifications of consultants. It is not referring to any jobs in particular. The system is simply treating the Roster as another “job”. What is important here is to click on the button “Apply Now” (see arrow below). Click on “Apply Now” even if you are there only to update your profile. This button is simply to bring you to the actual log-in screen.
Below is the Log-in or Registration Screen.

If you have never been to the Roster, click “Register Now “ to register.

And, if you are here to update the profile that you have created in the past, you use the Login fields instead by keying-in your User Name and Password. If you have already forgotten your password, there is a “Forgot User Name or Password?” option.
For new applicants to the Roster, this is the registration screen. This allows you to create your user name and password.

The next screen is simply reminding you to read this guide in filling up the online form. This guide is also available at the landing page of the Roster. One important reminder from the guide is to save your work as you go through the process so that you can recover your data if you encounter some technical problems.
CREATING YOUR CONSULTANT PROFILE

The succeeding pages are screen shots of successive screens that will be shown as you create your profile. As stated earlier, if you encounter some technical problems and got stuck, please email us at consultantrosterhelpdesk@unfpa.org. Please attach the relevant screen shots that would allow us to understand at what step or screen you got stuck or encountered a problem.
This allows the consultant to continue creating his profile by filling up the online form.
Complete Application

Test Account
You are applying for: UNFPA Consultant Roster

Availability
Desired Start Date: 17/04/2015

Motivational Statement
*Please briefly describe your reasons for applying to this job:
This is just a test account used by Roster administrators to check the features of the app. Please ignore.

Please do not cut and paste your entire CV/Resume. 107/1500 Characters

Work Experience
*Start Date: 01/01/2013  End Date: 17/04/2015
*Employer: United Nations
*Ending Job Title: Monitoring and Evaluation Adviser
*Annual Salary (USD) or UN Salary Grade: P6 (For example 10,000, ICS-6, or UNY)
*Number of people supervised: 2
*Country: United States
*Supervisor Name: John Smith
Supervisor Email: jsmith@yanco.com
*Reason for Leaving: Retired

Please enter your key duties and achievements:
Conducted Monitoring and Evaluation advisory functions
## Education

**Highest Education Level:** J-Doctorate (Academic)

### University or Equivalent

- **Country:** United States
- **City:** New York
- **School:** New York University
- **Major:** DEMOGRAPHY
- **Degree:** Doctor of Philosophy
- **Start Date:** 01/01/1995
- **End Date:** 31/12/2005
- **Graduated:** Yes

## Languages

<table>
<thead>
<tr>
<th>Language</th>
<th>Speaking</th>
<th>Reading</th>
<th>Writing</th>
<th>Native</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>High</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
</tr>
<tr>
<td>SPA</td>
<td>High</td>
<td>High</td>
<td>High</td>
<td>No</td>
</tr>
</tbody>
</table>

## Activities and Achievements

Please list any relevant publications you have written:


Please list your membership in professional societies:

National Society of Demographers, USA
Please list your membership in professional societies:

National Society of Demographers, USA

Please list any volunteering outside of your regular work, international experience, and other achievements:

Consultant, 2000 Philippine Census

References

Reference Type: Professional

Reference Name: Andrew Smith

*Title: Lead Demographer

*Email: asmith@yahoo.com

Employer: United Nations

Phone: 12122975007

Add Reference

Roster Details

Institution Name: University of Canberra

Expertise

Please limit your selection to your top 10 expertise
### Geographical Preferences (Optional)

#### Regional Preference

<table>
<thead>
<tr>
<th>Region</th>
<th>+</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asia and Pacific</td>
<td></td>
<td></td>
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<tr>
<td>Headquarters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multiple Locations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Location Preference

<table>
<thead>
<tr>
<th>Location</th>
<th>+</th>
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<tbody>
<tr>
<td></td>
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</table>

#### Location Exception

<table>
<thead>
<tr>
<th>Location</th>
<th>+</th>
<th>-</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Geographical Preferences (Optional)

#### Regional Preference

<table>
<thead>
<tr>
<th><em>Region</em></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Asia and Pacific</td>
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</table>

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<table>
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<th><em>Location</em></th>
<th></th>
</tr>
</thead>
</table>

#### Location Exception

<table>
<thead>
<tr>
<th><em>Location</em></th>
<th></th>
</tr>
</thead>
</table>

### Application Questionnaire

*If you are/were a UN Staff member please*

- [ ] GS1/CS1
- [ ] GS2/CS2
- [ ] GS3/CS3
- [ ] GS4/CS4
- [ ] GS5/CS5
- [ ] GS6/CS6
- [ ] GS7/CS7
- [ ] PL1/CS8
- [ ] PL2/CS9
- [ ] PL3/CS10
- [ ] PL4/CS11
- [ ] PL5/CS12

### Look Up Recruiting Location

#### Search by:
- Recruiting Location

#### Search Results

<table>
<thead>
<tr>
<th>Recruiting Location</th>
<th>Description</th>
<th>Short Description</th>
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<tbody>
<tr>
<td>168</td>
<td>Africa</td>
<td>Africa</td>
</tr>
<tr>
<td>169</td>
<td>Asia and Pacific</td>
<td>APD</td>
</tr>
<tr>
<td>170</td>
<td>Latin America and Caribbean</td>
<td>LACD</td>
</tr>
<tr>
<td>171</td>
<td>Arab States</td>
<td>AS</td>
</tr>
<tr>
<td>172</td>
<td>Headquarters</td>
<td>HQ</td>
</tr>
<tr>
<td>1001</td>
<td>Eastern Europe, Central Asia</td>
<td>EECA</td>
</tr>
<tr>
<td>1004</td>
<td>Multiple Locations</td>
<td>Multiple</td>
</tr>
<tr>
<td>1005</td>
<td>West and Central Africa</td>
<td>WCAR</td>
</tr>
<tr>
<td>1006</td>
<td>East and Southern Africa</td>
<td>ESAR</td>
</tr>
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</table>
### Geographical Preferences (Optional)

#### Regional Preference

<table>
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<th>Remove</th>
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</thead>
<tbody>
<tr>
<td>Asia and Pacific</td>
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<td>+</td>
<td>-</td>
</tr>
<tr>
<td>Headquarters</td>
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<table>
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<tr>
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<th>Add</th>
<th>Remove</th>
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</thead>
<tbody>
<tr>
<td>China</td>
<td></td>
<td>+</td>
<td>-</td>
</tr>
<tr>
<td>Indonesia</td>
<td></td>
<td>+</td>
<td>-</td>
</tr>
</tbody>
</table>

#### Location Exception

<table>
<thead>
<tr>
<th>*Location</th>
<th></th>
<th>Add</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghanistan</td>
<td></td>
<td>+</td>
<td>-</td>
</tr>
</tbody>
</table>
Application Questionnaire

* If you are/were a UN Staff member please indicate your last salary grade

- GS1/ICS1
- GS2/ICS2
- GS3/ICS3
- GS4/ICS4
- GS5/ICS5
- GS6/ICS6
- GS7/ICS7
- P/L1/ICS8
- P/L2/ICS9
- P/L3/ICS10
- P/L4/ICS11
- P/L5/ICS12
- D1/L6/ICS13
- D2/L7/ICS14
- I am not a UN staff member

* Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If yes, please attach details of each case.

- Yes
- No

Past Reports—If you have consulted with UNFPA in the past, please copy and paste an executive summary of a major document that you have created for UNFPA so that we can get an impression of your work. This box can only accept 5000 characters or about 2 pages.
Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If yes, please attach details of each case.

- Yes
- No

Past Reports—If you have consulted with UNFPA in the past, please copy and paste an executive summary of a major document that you have created for UNFPA so that we can get an impression of your work. This box can only accept 5000 characters or about 2 pages.

The expected information here is a 2-page summary of an important report that the consultant has made.

This is a sample report.

Other Information—If you have relevant information not captured in the standard template, you may type it here. This box can only accept 5000 characters or about 2 pages.

Expected here are information that otherwise could not be accommodated in the standard template. Perhaps, the consultant may want to mention important awards, for example.
Test Account
You are applying for: UNFPA Consultant Roster

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

United Nations Population Fund  For any questions or comments please contact recruiting@unfpa.org
**My Applications**

Test Account
605 Third Avenue
New York, NY 10188
Personal Information

### My Applications

Display applications from:

<table>
<thead>
<tr>
<th>Application</th>
<th>Recruiting Status</th>
<th>Application Status</th>
<th>Application Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNEPA Consultant Roster</td>
<td>Open</td>
<td>Applied</td>
<td>17/04/2015</td>
</tr>
</tbody>
</table>

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**Message**

Your application has been successfully submitted. (0,0)

OK
An email confirmation is sent to the Consultant

On Friday, April 17, 2015 2:22 PM, "donotreply@unfpa.org" wrote:

(Please Note: This message was automatically generated. Please do not respond.)

Hi Test Account,

Thank you for applying to UNFPA! There are many great organizations out there, so we appreciate your interest in joining our team and working for a world where every pregnancy is wanted, every birth is safe and every young person's potential is fulfilled.

While we’re not able to reach out to every applicant, our team will contact you if your skills and experience are a strong match for the role.

For further information, please, follow the links below:
Consultants: https://consultantroster.unfpa.org/web/consultant-roster/faqs

Please do not send us your resumes or CVs by email.

We appreciate your interest in joining us.

UNFPA Staffing
This is what the consultant will see when she logs back in. She may update her profile anytime by clicking on the Consultant Roster hyperlinked text.
This is what any staff member with Roster access can see:
And clicking on the name will give all the details...

Observe also the Applicant ID no. (arrow)

<table>
<thead>
<tr>
<th>Applicant ID</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Marital Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>198800</td>
<td>04/07/1975</td>
<td>Male</td>
<td>Married</td>
</tr>
</tbody>
</table>

Applicant Address

605 Third Avenue

New York
United States NY 10158

Motivational Statement

This is just a test account used by Roster administrators to check the features of the app. Please ignore.

<table>
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<tr>
<th>Language</th>
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<tbody>
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<td>ENG</td>
<td>High</td>
<td>High</td>
<td>High</td>
<td>Y</td>
</tr>
<tr>
<td>SPA</td>
<td>High</td>
<td>High</td>
<td>High</td>
<td>N</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nationality Type</th>
<th>Birth Nationality</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>United States</td>
</tr>
</tbody>
</table>

University or Equivalent

Degree: PhD
Major: DEMOGRAPHY
School: New York University
City: New York
Starting: 07/01/1995
Ending: 31/12/2005
Graduated: Y

Schools or Other Formal Training
Take note of the URL that the staff member can use to email this information to others (click on the electronic address field...)

https://hr.partneragencies.org/psp/UNDPP1HR_1/EMPLOYEE/HRMS/c/UN_R_RECRUITMENT.UN_R_APP_P_DTL.GBL?Page=UN_R_APP_DTL&Action=U&HRS_PERSON_ID=198890&HRS_PROFILE_SEQ=1&HRS_RECMNT_ID=186495&TargetFrameName=None
Consultant Logging Back In

https://consultantroster.unfpa.org

United Nations Population Fund

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 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: 

Login  Forget User Name or Password?

Current Job Openings

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Opening</th>
<th>Closing Date (Midnight Geneva)</th>
<th>Time Left</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources Associate, G-6, Human Resources Services Branch, Division for Human Resources, New York</td>
<td>2528</td>
<td>30/04/2015</td>
<td>13h 3m 14s</td>
</tr>
<tr>
<td>Administrative Assistant, G-5, Executive Board Branch (EBB), Division for Governance and Multilateral Affairs, Islamabad, Pakistan</td>
<td>2524</td>
<td>28/04/2015</td>
<td>11h 3m 14s</td>
</tr>
<tr>
<td>International Programme Specialist (Humanitarian Affairs), Islamabad, Pakistan, ICS-10 (P-3)</td>
<td>2527</td>
<td>01/05/2015</td>
<td>14h 3m 14s</td>
</tr>
<tr>
<td>Administrative Assistant, Office of the Executive Director, G-5, New York</td>
<td>2504</td>
<td>25/04/2015</td>
<td>8h 3m 14s</td>
</tr>
<tr>
<td>Chief, Strategic Partnerships Branch (SPB), Division of Communications and Strategic Partnerships (D)</td>
<td>2505</td>
<td>01/05/2015</td>
<td>14h 3m 14s</td>
</tr>
<tr>
<td>Representative - Guinea, Conakry, PS</td>
<td>2515</td>
<td>01/05/2015</td>
<td>14h 3m 14s</td>
</tr>
<tr>
<td>Special Assistant to the Director, Division of Communications and Strategic Partnerships (DCS), ICS</td>
<td>2526</td>
<td>01/05/2015</td>
<td>14h 3m 14s</td>
</tr>
<tr>
<td>Intern - Human Resources, Istanbul, Turkey</td>
<td>2510</td>
<td>22/04/2015</td>
<td>5h 3m 14s</td>
</tr>
<tr>
<td>Board &amp; Governance Adviser, Executive Board Branch, Division for Governance and Multilateral Affairs</td>
<td>2512</td>
<td>22/04/2015</td>
<td>5h 3m 14s</td>
</tr>
<tr>
<td>Chief, Multilateral Affairs Branch (MAB), Division for Governance and Multilateral Affairs (DGM), I</td>
<td>2514</td>
<td>22/04/2015</td>
<td>5h 3m 14s</td>
</tr>
</tbody>
</table>
The consultant may update her Personal Information.
That is where you can find your Roster profile

My Applications

Test Account
605 Third Avenue
New York, NY 10158
Personal Information

My Applications

Display applications from:

Applications In Progress

<table>
<thead>
<tr>
<th>Application</th>
<th>Recruiting Status</th>
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<th>Application Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNFPA Consultant Roster</td>
<td>Open</td>
<td>Applied</td>
<td>21/04/2015</td>
</tr>
</tbody>
</table>

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UNited Nations Population Fund

For any questions or comments please contact recruiting@unfpa.org
After making some updates, you may resubmit.
Don’t forget to click on the appropriate radio button; and then resubmit...

Submit Application

Test Account
You are applying for: UNFPA Consultant Roster

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.

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

Submit

Return to Previous Page

UNITED NATIONS POPULATION FUND For any questions or comments please contact recruiting@unfpa.org
You get a confirmation pop-out screen.