



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:
<http://www.unfpa.org/unfpa-consultant-roster>
2. **Browser.** If you are using a computer in a UNFPA office, there might an error caused by using the same browser that have 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.



The screenshot shows the UNFPA Consultant Roster landing page. At the top, there is a yellow header with the UNFPA logo and the text "United Nations Population Fund". To the right of the logo, there are language options: "ENGLISH", "ESPAÑOL", and "FRANÇAIS". Below the header is a navigation menu with links for "Home", "About", "Topics", "Emergencies", "News", "Publications", and "Press centre". A search bar is located on the right side of the header.

Below the header, there is a breadcrumb trail: "Home > About > Jobs > UNFPA Consultant Roster".

The main content area is titled "UNFPA Consultant Roster". It includes a welcome message: "Welcome to the UNFPA Consultant Roster. We appreciate your interest in working with UNFPA in delivering a world where every pregnancy is wanted, every birth is safe and every young person's potential is fulfilled." This is followed by a paragraph describing the roster's role as an intermediate between consultants and organizational units.

Below the description, there is a call to action: "If you are applying for the first time, please click 'Roster registration' to get started. If you need further assistance or do not understand the application process, please consult our application guidelines or read the FAQ in the left-hand menu. In the event that the guidelines or FAQ do not answer your question, please send your questions to consultantrosterhelpdesk@unfpa.org. Once your profile is complete, you will receive a confirmation email."

On the right side of the main content area, there are social media icons for Twitter (1), Facebook (4), Google+ (0), and Email (49). Below these icons is a "Related Resources" section featuring a thumbnail image of the "Consultant Roster Guide" with a yellow arrow pointing to the "Registration & login" link in the left-hand menu.

The left-hand menu contains the following items:

- UNFPA Consultant Roster
- Registration & login
- Consultant roster FAQ

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.

<https://erecruit.partneragencies.org/psc/UNDPPIHRE/E> UNFPA Consultant Roster | UN... Applicant Home

UNFPA United Nations Population Fund

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

Job Description

Job Title:	UNFPA Consultant Roster
Job ID:	2259
Location:	Multiple Locations
Full/Part Time:	Full-Time
Regular/Temporary:	Temporary

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

Background Information

The UNFPA Consultant Roster serves as an intermediate between consultants interested in working on UNFPA consultancy assignments, and organizational units seeking consultation. It is a list of vetted consultants that are viewable by staff and organization units that are looking for consultants who can help them in specific assignments, missions or projects. Once a suitable consultant is found in the roster, a selection and hiring process can be started.

Main Tasks & Responsibilities

As a general roster, the UNFPA consultant roster does not indicate a specific task. Tasks will be described in the terms of reference for a specific assignment.

Qualifications and Experience

Qualifications vary and depend on specific consultancy requirements. In general, consultants possess advanced degrees and have significant experience in any of the thematic areas of UNFPA. Ideally, they have consulted with development agencies in international settings. Fluency in English is typically required; and, depending on the assignment, another UN language may also be required or considered desirable.

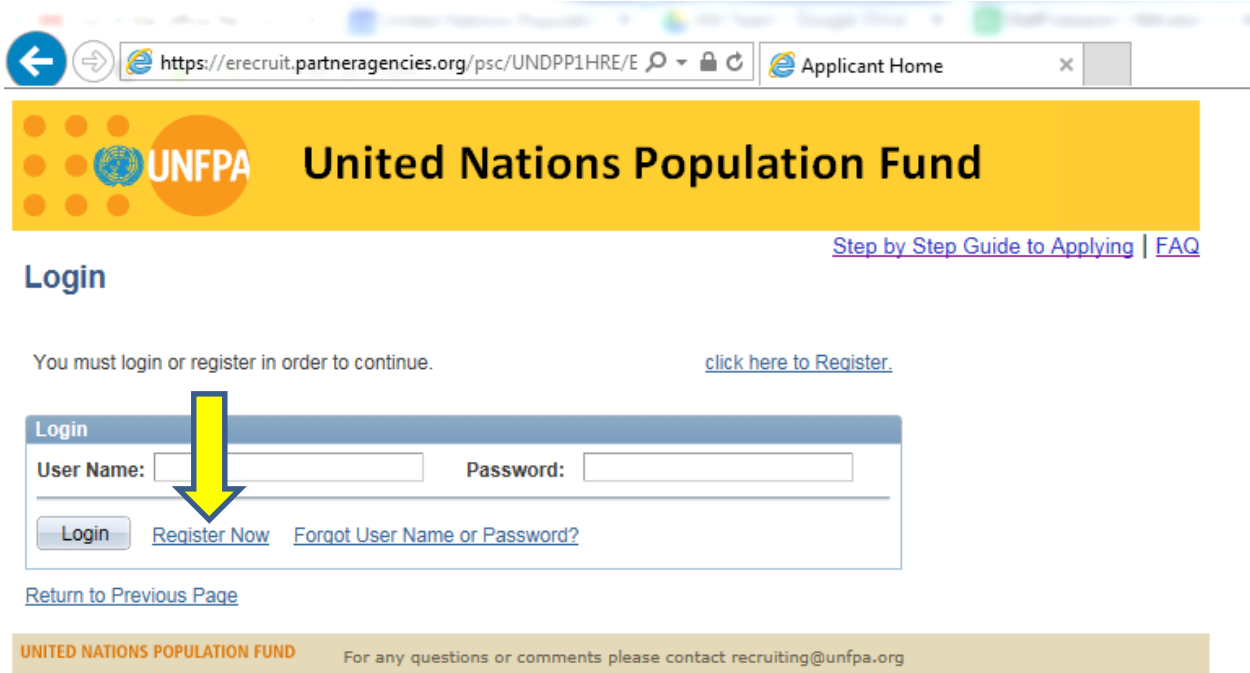
Required Competencies

UNFPA has a set of required value-based, core and functional competencies. Below are the value-based and core competencies of UNFPA. The functional competencies will be dependent upon the actual consultancy assignment.

VALUE-BASED COMPETENCIES

Below is the Log-in or Registration Screen.

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



The screenshot shows a web browser window with the URL <https://erecruit.partneragencies.org/psc/UNDPP1HRE/E> and a tab titled "Applicant Home". The page features a yellow header with the UNFPA logo and the text "United Nations Population Fund". Below the header, there are links for "Step by Step Guide to Applying" and "FAQ". The main content area is titled "Login" and contains the message "You must login or register in order to continue." with a link to "click here to Register.". A login form is displayed with fields for "User Name:" and "Password:". A yellow arrow points to the "User Name:" field. Below the form are buttons for "Login", "Register Now", and "Forgot User Name or Password?". A link for "Return to Previous Page" is also present. The footer includes the text "UNITED NATIONS POPULATION FUND" and "For any questions or comments please contact recruiting@unfpa.org".

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.



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

Register

Enter your new user name and password.

Enter Registration Information

*User Name:

*Password:

*Confirm Password:

[Return to Previous Page](#)

UNFPA encourages the use of strong passwords. A combination of numbers and letters and a minimum length of 8 characters is preferable. UNFPA is not responsible for unauthorized access to your data, so please choose a user ID and a password that can not easily be guessed by anyone.

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.



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

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](#)

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.

Personal Information

Please provide your name and other contact details in order to continue with the application. 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: test account-2

Password: [Change Password](#)

Preferred Method of Contact: ▼

Name

Name Prefix:

*First Name:

Middle Name:

*Last Name:

Address

Email Addresses

*Primary Email Type: ▼

*Email Address: [Remove](#)

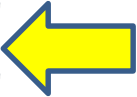
[+ Add Another Email Address](#)

Phone

Primary Phone Type: ▼

Phone Number: Extension: [Remove](#)

[+ Add Another Phone Number](#)

[Return to Previous Page](#) 

This allows the consultant to continue creating his profile by filling up the online form.

Complete Application

* = Required Information

Test Account

You are applying for: UNFPA Consultant Roster

[Exit Application](#)

Save

Submit

Availability

Desired Start Date:

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

[Remove Work Experience](#)

*Start Date: End Date:

*Employer:

*Ending Job Title:

*Annual Salary (USD) or UN Salary Grade: (For example 10,000, ICS-6, or UNV)

*Number of people supervised:

*Country:

*City:

*Supervisor Name:

Phone:

Supervisor Email:

*Reason for Leaving:

Please enter your key duties and achievements:

Conducted Monitoring and Evaluation advisory functions

[Add Work Experience](#)

Education

*Highest Education Level: J-Doctorate (Academic)

University or Equivalent

*Country: United States [Remove University](#)

*City: New York

*School: New York University

*Major: DEMOGRAPHY Other: DEMOGRAPHY

*Degree: Doctor of Philosophy

*Start Date: 01/01/1995 *End Date: 31/12/2005 *Graduated: Yes

Exact date not required. Enter approximate date of degree.

[Add University](#)

Languages

Please include your native language.

*Language: ENG English Speaking: High Reading: High Writing: High Native: [Remove Language](#) [Add Language](#)

*Language: SPA Spanish Speaking: High Reading: High Writing: High Native: [Remove Language](#) [Add Language](#)

Activities and Achievements

Please list any relevant publications you have written:

Study of in-migration patterns to New York 1900-2000, Account, Smith, et. al., 2012

83/5000 Characters

Please list your membership in professional societies:

National Society of Demographers, USA

37/5000 Characters

Please list your membership in professional societies:

National Society of Demographers, USA



37/5000 Characters

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

Consultant, 2000 Philippine Census



34/5000 Characters

▼ References

Reference Type: Professional

[Remove Reference](#)

*Reference Name: Andrew Smith

*Title: Lead Demographer

Employer: United Nations

*Email: asmith@yahoo.com

Phone: 12122975007

[Add Reference](#)

▼ Roster Details

Institution Name: University of Canberra



▼ Expertise

Please limit your selection to your top 10 expertise

[Expand All](#) [Collapse All](#)

▼ Expertise

Please limit your selection to your top 10 expertise

[Expand All](#) [Collapse All](#)

- ▼ Advocacy
 - Advocacy: Capacity Building/Training of Journalists
 - Advocacy: Coalition Building
 - Advocacy: Development/Design of Advocacy Materials
 - Advocacy: Editing
 - Advocacy: Graphic Design
 - Advocacy: Population Policy Formulation/Legislation
 - Advocacy: Research Mobilization
 - Advocacy: Strategy Formulation
 - Advocacy: TV/Video Production
 - Advocacy: Translating
 - Advocacy: Writing
- ▶ Audiences/Coverage (pls. select a sub-category)
- ▶ BCC: (Behavior Change Communication)
- ▶ Capacity Development
- ▶ Education (please select a sub-category)
- ▼ Evaluation
 - Evaluation: Indicators Development and Analysis
 - Evaluation: Methodology
 - Evaluation: Performance-based Funding
 - Evaluation: Programme Monitoring
 - Evaluation: Programme/Project Evaluation
- ▶ Gender, Population and Development
- ▶ Health (please select a sub-category)
- ▶ Information
- ▶ Management (please select a sub-category)
- ▼ Pop. Data & Policy (pls. select a sub-category)
 - ▶ Pop. Data & Policy: Data Analysis
 - ▶ Pop. Data & Policy: Data Collection
 - ▶ Pop. Data & Policy: Development
 - ▶ Pop. Data & Policy: Policy Formulation

▼ Geographical Preferences (Optional)

Regional Preference

*Region

Asia and Pacific		<input type="button" value="+"/>	<input type="button" value="-"/>
Headquarters		<input type="button" value="+"/>	<input type="button" value="-"/>
Multiple Locations		<input type="button" value="+"/>	<input type="button" value="-"/>

Location Preference

*Location

<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
----------------------	---	----------------------------------	----------------------------------

Location Exception

*Location

<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
----------------------	---	----------------------------------	----------------------------------

▼ Application Questionnaire

Geographical Preferences (Optional)

Regional Preference

*Region

Asia and Pacific	🔍	+	-
	🔍	+	-

Location Preference

*Location

	🔍	+	-
--	---	---	---

Location Exception

*Location

	🔍	+	-
--	---	---	---

Application Questionnaire

* If you are/were a UN Staff member please

- 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

Look Up Recruiting Location

Search by: Recruiting Location =

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-9 of 9 Last

Recruiting Location	Description	Short Description
168	Africa	Africa
169	Asia and Pacific	APD
170	Latin America and Caribbean	LACD
171	Arab States	AS
172	Headquarters	HQ
1001	Eastern Europe, Central Asia	EECA
1004	Multiple Locations	Multiple
1005	West and Central Africa	WCAR
1006	East and Southern Africa	ESAR

Geographical Preferences (Optional)

Regional Preference

*Region		
Asia and Pacific	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
Headquarters	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
Multiple Locations	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>

Location Preference

*Location		
China	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>
Indonesia	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>

Location Exception

*Location		
Afghanistan	<input type="text"/>	<input type="checkbox"/> <input type="checkbox"/>

Application Questionnaire

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 defendent 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.

[Exit Application](#)

Save

Submit



United Nations Population Fund

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

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.

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

Submit

[Return to Previous Page](#)

UNITED NATIONS POPULATION FUND

For any questions or comments please contact recruiting@unfpa.org



[Job Openings](#)

[My Applications](#)

[Job Search and Alert](#)

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

My Applications

Test Account
605 Third Avenue
New York, NY 10158
[Personal Information](#)

My Applications

Display applications from:

Applications In Progress

	Application	Recruiting Status	Application Status	Application Updated
	UNFPA Consultant Roster	Open	Applied	17/04/2015

[Return to Previous Page](#)

UNITED NATIONS POPULATION FUND For any questions or comments

Message

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

An email confirmation is sent to the Consultant

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

My Applications

Test Account
605 Third Avenue
New York, NY 10158
[Personal Information](#)

My Applications				
Display applications from:	<input type="text" value="All Applications"/>	<input type="button" value="Refresh"/>		
Applications In Progress				
	Application	Recruiting Status	Application Status	Application Updated
	UNFPA Consultant Roster	Open	Applied	17/04/2015



[Return to Previous Page](#)

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:

Atlas HCM Welcome Bobby Olarte, Your Atlas HCM Last Login Datetime : 13.Apr.2015 18:16:41 GMT
 Favorites | Main Menu > eServices > Recruiting Activities > Roster Console

Roster Console

UNFPA Consultant Roster

Name: Institution: Status: As Of Date:

Expertise 1: Expertise 2: Expertise 3: Vetted:

Pref Region: Pref Location: Home Location:

Language 1: Language 2: Language 3:

Select All Un-select All Group Action:

Applicant Details Find 1 of 1

[Test Account](#) 198890 Male 39 Married [Consultant Assessment](#)

Employer	Job Title	Start Date	End Date	Yrs Exp	Degree	Major	Language	Nationality
United Nations	Monitoring and Evaluation Adviser	01/01/2013	17/04/2015	2.29	PHD	DEMOGRAPHY	ENG SPA	USA

Select All Un-select All Group Action:

And clicking on the name will give all the details...

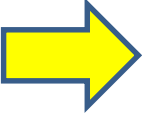
Observe also the Applicant ID no. (arrow)

Print

Application Details

UNFPA Consultant Roster

Test Account



Applicant ID	Date of Birth	Gender	Marital Status
198890	04/07/1975	Male	Married
Applicant Address	Applicant Email Address	Applicant Phone Numbers	
605 Third Avenue New York United States NY 10158	HOME bbyy_2000@yahoo.com	BUSN 12122975007	

Motivational Statement

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

Languages

Language	Speaking	Reading	Writing	Native
ENG	High	High	High	Y
SPA	High	High	High	N

Nationalities

Nationality Type	Nationality
Birth Nationality	United States

University or Equivalent

Highest Education Level: J-Doctorate (Academic)

Degree	Major	School	City	Starting	Ending	Graduated
PHD	DEMOGRAPHY	New York University	New York	01/01/1995	31/12/2005	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_DTL.GBL?Page=UN_R_APP_DTL&Action=U&HRS_PERSON_ID=198890&HRS_PROFILE_SEQ=1&HRS_RC_MNT_ID=186495&TargetFrameName=None

Print

Application Details

UNFPA Consultant Roster

Test Account

Applicant ID	Date of Birth	Gender	Marital Status
198890	04/07/1975	Male	Married
Applicant Address	Applicant Email Address	Applicant Phone Numbers	
605 Third Avenue	HOME bbyy_2000@yahoo.com	BUSN 12122975007	

Consultant Logging Back In

<https://consultantroster.unfpa.org>



United Nations Population Fund

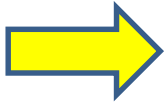
[Step by Step Guide to Applying](#) | [FAQ](#)

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 [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

[Forgot User Name or Password?](#)

Current Job Openings

Job Title	Job Opening	Closing Date (Midnight Geneva)	Time Left
Human Resources Associate, G-6, Human Resources Services Branch, Division for Human Resources, New Y	2928	30/04/2015	13d 3h 14m
Administrative Assistant, G-5, Executive Board Branch (EBB), Division for Governance and Multilatera	2924	28/04/2015	11d 3h 14m
International Programme Specialist (Humanitarian Affairs), Islamabad, Pakistan, ICS-10 (P-3)	2927	01/05/2015	14d 3h 14m
Administrative Assistant, Office of the Executive Director, G-5, New York	2904	25/04/2015	8d 3h 14m
Chief, Strategic Partnerships Branch (SPB), Division of Communications and Strategic Partnerships (D	2925	01/05/2015	14d 3h 14m
Representative - Guinea, Conakry, P5	2915	01/05/2015	14d 3h 14m
Special Assistant to the Director, Division of Communications and Strategic Partnerships (DCS), ICS-	2926	01/05/2015	14d 3h 14m
Intern - Human Resources, Istanbul, Turkey	2918	22/04/2015	5d 3h 14m
Board & Governance Adviser, Executive Board Branch, Division for Governance and Multilateral Affair	2912	22/04/2015	5d 3h 14m
Chief, Multilateral Affairs Branch (MAB), Division for Governance and Multilateral Affairs (DGM), I	2914	22/04/2015	5d 3h 14m

The consultant may update her Personal Information



[Job Openings](#)

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[Logout](#)

Welcome Test

[Personal Information](#)

[1 Applications](#)

Current Job Openings

Job Title	Job Opening	Closing Date (Midnight Geneva)	Time Left
Human Resources Associate, G-6, Human Resources Services Branch, Division for Human Resources, New Y	2928	30/04/2015	13d 3h 12m
Administrative Assistant, G-5, Executive Board Branch (EBB), Division for Governance and Multilatera	2924	28/04/2015	11d 3h 12m
International Programme Specialist (Humanitarian Affairs), Islamabad, Pakistan, ICS-10 (P-3)	2927	01/05/2015	14d 3h 12m
Administrative Assistant, Office of the Executive Director, G-5, New York	2904	25/04/2015	8d 3h 12m
Chief, Strategic Partnerships Branch (SPB), Division of Communications and Strategic Partnerships (D	2925	01/05/2015	14d 3h 12m
Representative - Guinea, Conakry, P5	2915	01/05/2015	14d 3h 12m
Special Assistant to the Director, Division of Communications and Strategic Partnerships (DCS), ICS-	2926	01/05/2015	14d 3h 12m
Intern - Human Resources, Istanbul, Turkey	2918	22/04/2015	5d 3h 12m
Board & Governance Adviser, Executive Board Branch, Division for Governance and Multilateral Affair	2912	22/04/2015	5d 3h 12m
Chief, Multilateral Affairs Branch (MAB), Division for Governance and Multilateral Affairs (DGM), I	2914	22/04/2015	5d 3h 12m
Director, Regional Office Panama, Latin America and Caribbean Region, D2	2894	21/04/2015	4d 3h 12m
Regional Programme Adviser, Panama, P-5, LACRO - Re-advertisement	2881	23/04/2015	6d 3h 12m
INTERNSHIP PROGRAMME at UNFPA Headquarters in New York	2392		Ongoing

That is where you can find your Roster profile


My Applications

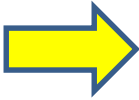
Test Account
605 Third Avenue
New York, NY 10158
[Personal Information](#)

My Applications

Display applications from:

Applications In Progress

	Application	Recruiting Status	Application Status	Application Updated
	UNFPA Consultant Roster	Open	Applied	21/04/2015



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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.

Complete Application

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

* = Required Information

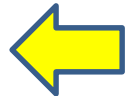
Test Account

You are applying for:

UNFPA Consultant Roster

[Exit Application](#)

[Resubmit](#)



▼ 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.

107/1500 Characters

▼ Work Experience

*Start Date: End Date:

[Remove Work Experience](#)

*Employer:

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.

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

Resubmit

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For any questions or comments please contact recruiting@unfpa.org

You get a confirmation pop-out screen.

The screenshot shows a web interface for 'My Applications'. At the top, it displays user information: 'Test Account', '605 Third Avenue', 'New York, NY 10158', and a link for 'Personal Information'. Below this is a section titled 'My Applications' with a dropdown menu set to 'All Applications' and a 'Refresh' button. A table titled 'Applications In Progress' contains one entry: 'UNFPA Consultant Roster' with a status of 'Open', an application status of 'Applied', and an update date of '21/04/2015'. A modal message box is overlaid on the page, stating 'Your application has been successfully submitted. (0,0)' with an 'OK' button. The footer includes a 'Return to Previous Page' link, the 'UNITED NATIONS POPULATION FUND' logo, and a partial '.org' domain.


My Applications

Test Account
605 Third Avenue
New York, NY 10158
[Personal Information](#)

My Applications

Display applications from:

Applications In Progress

Application	Recruiting Status	Application Status	Application Updated
 UNFPA Consultant Roster	Open	Applied	21/04/2015

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Message

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