



STEP-BY-STEP GUIDE

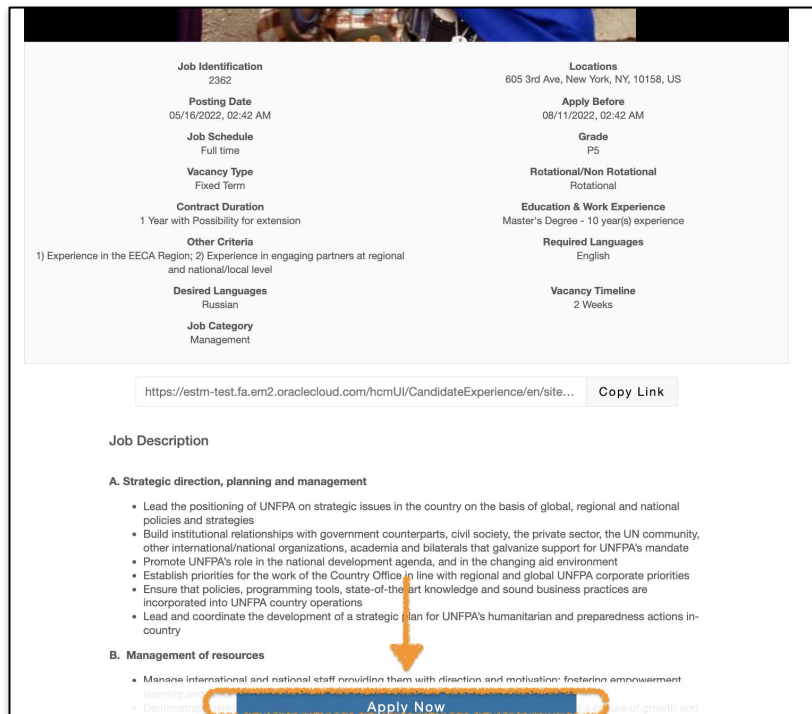
APPLYING FOR UNFPA JOBS

- ★ If you experience repeated technical difficulties, please send an email to recruiting@unfpa.org.
- ★ Resumes sent directly to recruiting@unfpa.org will not be considered.
- ★ Due to high volume of applications, we will not be able to respond to individual queries concerning the application process or status.

STEP-BY-STEP GUIDE : APPLYING FOR UNFPA JOBS



1. To apply for a job, click on **"Apply Now"** on [the UNFPA External Career Site](#).



The screenshot shows a job posting page for UNFPA. At the top, there is a header image. Below it, the job details are organized into two columns. The left column includes Job Identification (2362), Posting Date (05/16/2022, 02:42 AM), Job Schedule (Full time), Vacancy Type (Fixed Term), Contract Duration (1 Year with Possibility for extension), Other Criteria (1) Experience in the EECA Region; 2) Experience in engaging partners at regional and national/local level, Desired Languages (Russian), and Job Category (Management). The right column includes Locations (605 3rd Ave, New York, NY, 10158, US), Apply Before (08/11/2022, 02:42 AM), Grade (P5), Rotational/Non Rotational (Rotational), Education & Work Experience (Master's Degree - 10 year(s) experience), Required Languages (English), and Vacancy Timeline (2 Weeks). Below the job details, there is a URL and a 'Copy Link' button. The 'Job Description' section follows, with two main parts: 'A. Strategic direction, planning and management' and 'B. Management of resources'. An orange arrow points from the 'Apply Now' button in the job description to the 'Apply Now' button in the job details section.

Job Identification 2362	Locations 605 3rd Ave, New York, NY, 10158, US
Posting Date 05/16/2022, 02:42 AM	Apply Before 08/11/2022, 02:42 AM
Job Schedule Full time	Grade P5
Vacancy Type Fixed Term	Rotational/Non Rotational Rotational
Contract Duration 1 Year with Possibility for extension	Education & Work Experience Master's Degree - 10 year(s) experience
Other Criteria 1) Experience in the EECA Region; 2) Experience in engaging partners at regional and national/local level	Required Languages English
Desired Languages Russian	Vacancy Timeline 2 Weeks
Job Category Management	

<https://estm-test.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/site...> **Copy Link**

Job Description

A. Strategic direction, planning and management

- Lead the positioning of UNFPA on strategic issues in the country on the basis of global, regional and national policies and strategies
- Build institutional relationships with government counterparts, civil society, the private sector, the UN community, other international/national organizations, academia and bilaterals that galvanize support for UNFPA's mandate
- Promote UNFPA's role in the national development agenda, and in the changing aid environment
- Establish priorities for the work of the Country Office in line with regional and global UNFPA corporate priorities
- Ensure that policies, programming tools, state-of-the-art knowledge and sound business practices are incorporated into UNFPA country operations
- Lead and coordinate the development of a strategic plan for UNFPA's humanitarian and preparedness actions in-country

B. Management of resources

- Manage international and national staff providing them with direction and motivation; foster their empowerment
- Demonstrate the role of growth and

Apply Now

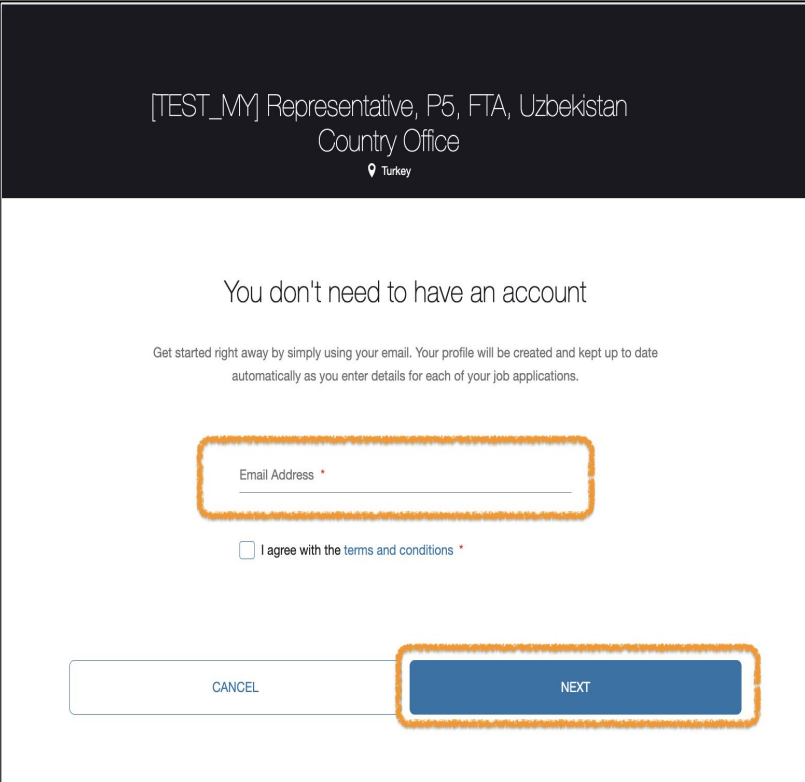
STEP-BY-STEP GUIDE : APPLYING FOR UNFPA JOBS



2. Provide your email address, then click on “Next”.

3. A verification code will be sent to your email address.

Note: UNFPA Career Site only requires an email address to set up a profile. A traditional username and password are not used. Your profile displays the statuses of your job applications and allows you to sign up for job alerts.

A screenshot of the UNFPA registration page. The header is dark blue with white text: "[TEST_MM] Representative, P5, FTA, Uzbekistan" and "Country Office" with a location pin icon for "Turkey". The main content area is white and contains the text "You don't need to have an account" and "Get started right away by simply using your email. Your profile will be created and kept up to date automatically as you enter details for each of your job applications." Below this is a text input field for "Email Address *", a checkbox for "I agree with the terms and conditions *", and two buttons: "CANCEL" and "NEXT". The "NEXT" button is highlighted with an orange dashed border.

STEP-BY-STEP GUIDE : APPLYING FOR UNFPA JOBS



4. Enter the code you received in your e-mail.

[TEST_MY] Representative, P5, FTA, Uzbekistan
Country Office

Turkey

Confirm Your Identity

The verification code was sent to this email address: rukiyerukiye5353@gmail.com. When you get the code, type the code into the field to confirm your identity and complete your job application. Note that it may take some time before you receive the code.

| _____

VERIFY

Send New Code

STEP-BY-STEP GUIDE : APPLYING FOR UNFPA JOBS



5. Fill out an application and click ***Submit***.

6. Congratulations, you have successfully submitted your application. In your e-mail, you should have received a confirmation of application.

A screenshot of the UNFPA online application form. The form is white with a light gray background for the signature section. It contains the following elements:

- NATIONALITY & PERMANENT RESIDENCE INFORMATION**: A heading followed by a note: "Your application will not be considered if you do not complete the online application form. Please identify all the Nationalities and Permanent Residencies." Below this is a button labeled "ADD NATIONALITY & PERMANENT RESIDENC... +".
- EXTRA INFORMATION**: A heading followed by the instruction "Provide at least 3 references." Below this is a button labeled "ADD EXTRA INFORMATION +".
- E-SIGNATURE**: A heading followed by a consent statement: "By submitting this application, you consent to the full release of information about your work experience and performance, education, ability and fitness by employers, education institutions,..." Below this is a "Show More" link and a text input field labeled "Full Name *".
- SUBMIT**: A large blue button with white text, outlined in orange, located at the bottom center of the form.

FREQUENTLY ASKED QUESTIONS



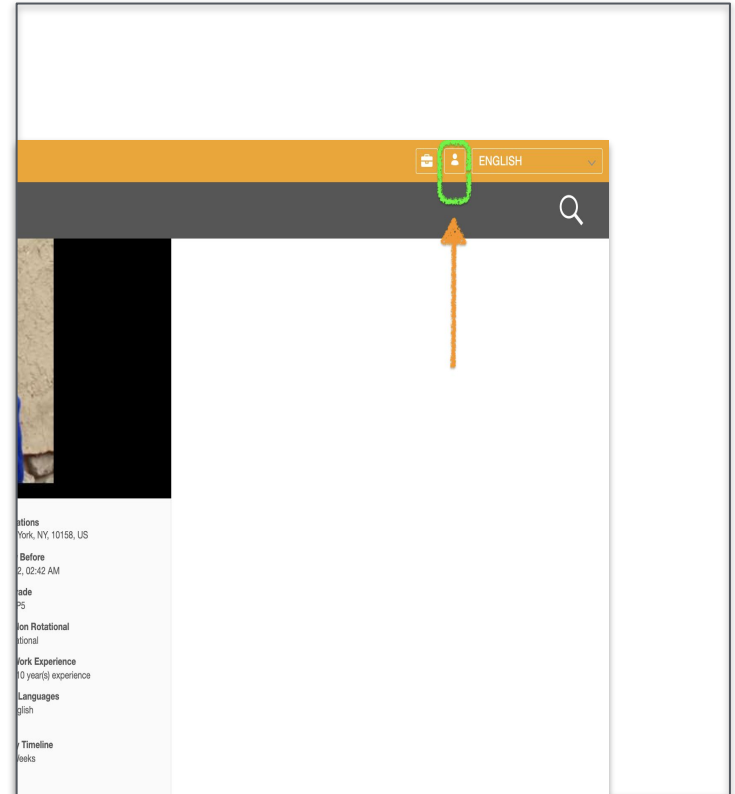
FREQUENTLY ASKED QUESTIONS

→ How do I log back into my personal profile?

- ❑ Click on the person icon (Manage Profile) in the top right side of the Careers site.
- ❑ Enter the email address you provided in the past on the UNFPA Career Site.
- ❑ A verification code will be sent to your email address.
- ❑ Enter the verification code.

If the verification code doesn't work or you didn't receive it:

- ❑ Check your Spam or Junk email folder.
- ❑ Click on “Resend Verification Code” from the pop-up box where you entered your email address.
- ❑ Confirm you are using a recommended browser, Chrome or Firefox, and try again.



FREQUENTLY ASKED QUESTIONS



→ I applied for a position, what happens next?

If you are found suitable for the job, the recruiting team will be in touch regarding the next steps. You can check the status of your application in your personal profile.

FREQUENTLY ASKED QUESTIONS



→ How can I check the status of my application?

You can check the status of your application by logging into your candidate profile [here](#).

The screenshot shows a candidate profile for Richard Williams (unfpaerptest@hotmail.com). The profile is divided into three sections: ACTIVE JOB APPLICATIONS, DRAFT APPLICATIONS, and INACTIVE JOB APPLICATIONS. Each section contains a list of applications with their status and details.

Section	Application Title	Status	Location	Details
ACTIVE JOB APPLICATIONS	[TEST_MY] Administrative Associate, Istanbul, Turkey, EECA Regional Office, GS-7, FTA	Under Consideration	Istanbul, Turkey	UNFPA • 2409 • Applied on 06/02/2022
DRAFT APPLICATIONS	[TEST_MY] TEMPORARY APPOINTMENT: PSEA & GBV Humanitarian Inter-Agency Coordinator, P3, Burundi Country Office	Continue	Burundi	UNFPA • 2399 • Saved on 06/02/2022
INACTIVE JOB APPLICATIONS	[TEST_MY] Administrative Associate, Istanbul, Turkey, EECA Regional Office, GS-7, FTA	Offer Accepted	Istanbul, Turkey	UNFPA • 2400 • Applied on 06/02/2022

FREQUENTLY ASKED QUESTIONS



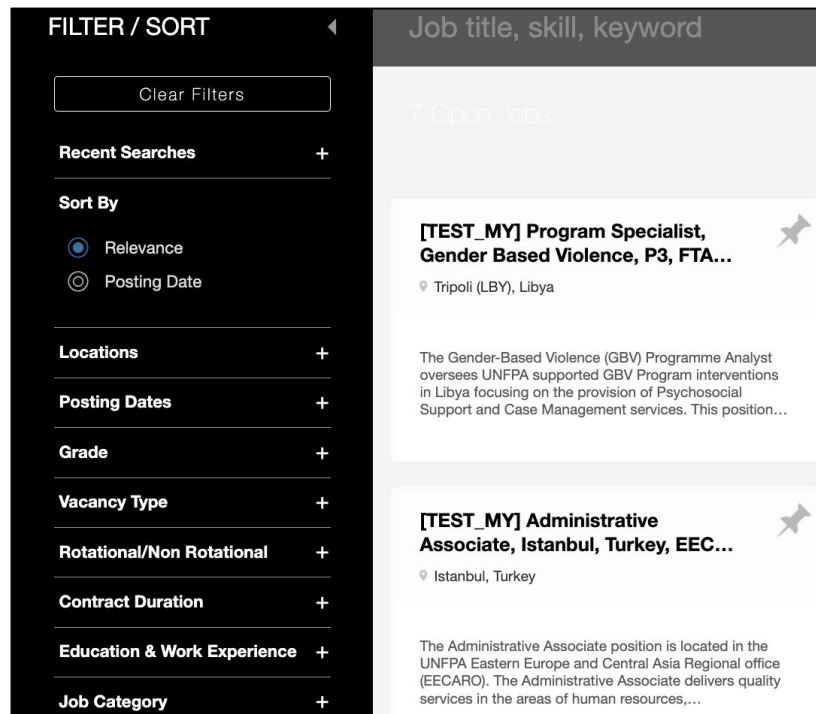
→ Is it possible to edit a submitted application or upload a new resume? Can I withdraw my application?

Once your application has been submitted, you will no longer have the ability to make edits to the submission. You will have the ability to edit your contact information and address. Any changes you make will be saved on your candidate profile and populated in future applications. You have the ability to withdraw your application at any stage of the process.

FREQUENTLY ASKED QUESTIONS

→ How can I find more jobs matching my specific interests?

Applying filters can help with narrowing down your search. You can apply filters based on job category, vacancy type, grade etc.

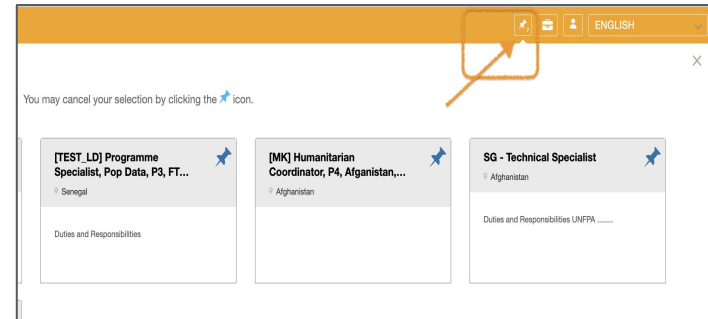
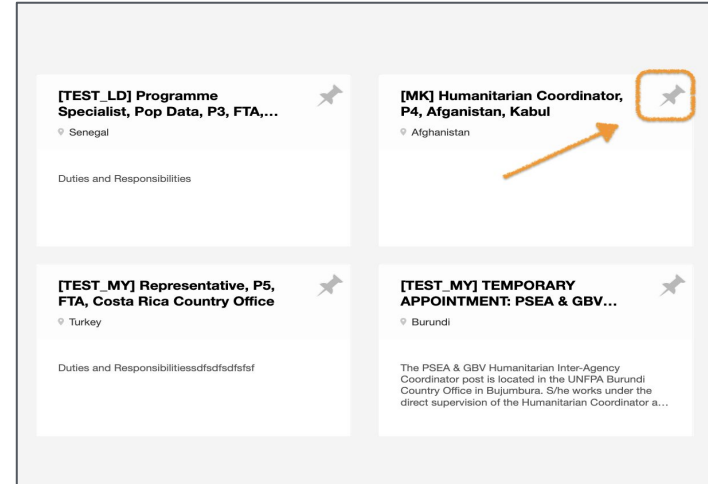


The screenshot displays a mobile application interface for job searching. On the left, a dark sidebar titled 'FILTER / SORT' contains several filter categories, each with a plus sign to expand it: 'Clear Filters', 'Recent Searches', 'Sort By' (with radio buttons for 'Relevance' and 'Posting Date'), 'Locations', 'Posting Dates', 'Grade', 'Vacancy Type', 'Rotational/Non Rotational', 'Contract Duration', 'Education & Work Experience', and 'Job Category'. The main content area on the right is titled 'Job title, skill, keyword' and shows '7 Open Jobs'. Two job listings are visible: 1) '[TEST_MY] Program Specialist, Gender Based Violence, P3, FTA...' located in Tripoli (LBY), Libya, with a brief description of the role. 2) '[TEST_MY] Administrative Associate, Istanbul, Turkey, EEC...' located in Istanbul, Turkey, with a brief description of the role.

FREQUENTLY ASKED QUESTIONS

→ Can I save a job and apply later?

- ❑ If you find jobs you're interested in, but want to come back to apply later, log in to your profile by clicking on the person icon (Manage Profile) in the top right side of the Careers site.
- ❑ Begin your search and identify jobs you're interested in. To save, click the Pin in the top right corner next to the job title. The pin will change from white to either blue or green.
- ❑ Sort by your favorite job by clicking the pin icon (My Job Selections) at the top of the Careers site.



Delivering a world where
every pregnancy is wanted
every childbirth is safe and
every young person's
potential is fulfilled

UNFPA

