

# How to Apply: Internal Applicants and UNFPA Personnel (includes Staff Members, Service Contract holders, UN Volunteers)

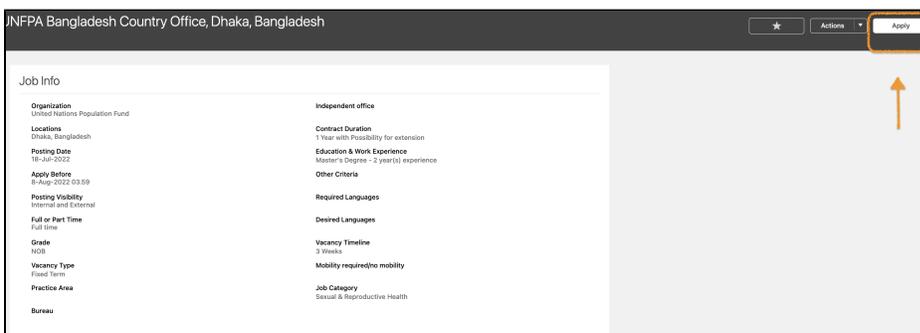
## STEP BY STEP GUIDE

UNFPA personnel registered in the UNFPA Quantum (*this includes Staff Members, Service Contract holders, and UN Volunteers*) apply for jobs directly from the Quantum using their Talent Profile. Please see below the respective instructions on how to complete your Talent Profile and submit job applications as a UNFPA Personnel.

1. Click [this link](#) to visit UNFPA Quantum.
2. Click on "Company Single Sign-On"
3. Select "UNFPA"
4. On the homepage, go to the 'Me' tab and click on the 'Current Jobs' icon



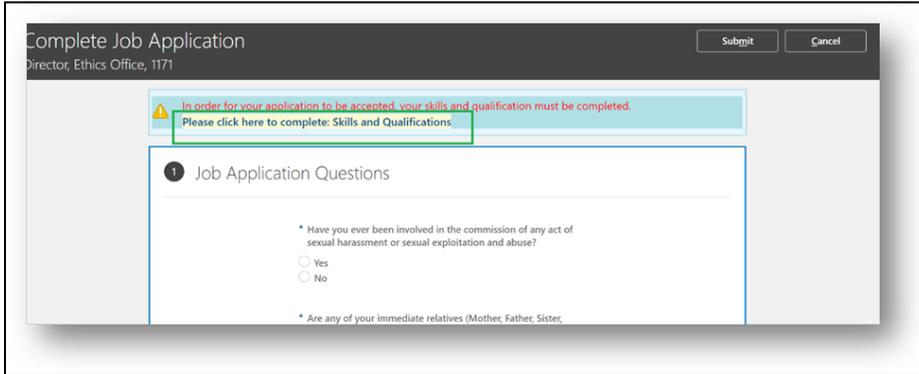
5. After login, click on the Job Link, for the Job you want to apply. Once you have gone through the job details, click on Apply. You may also search for jobs using the different filters available.



6. Click on "Please click here to complete: Skills and Qualifications" to review or update your information. Please note this is your Talent Profile, and, you must make sure that the fields "Education", "Employment History", "Languages", "Licences/Certification" and "Supporting Documents" have been completed fully.

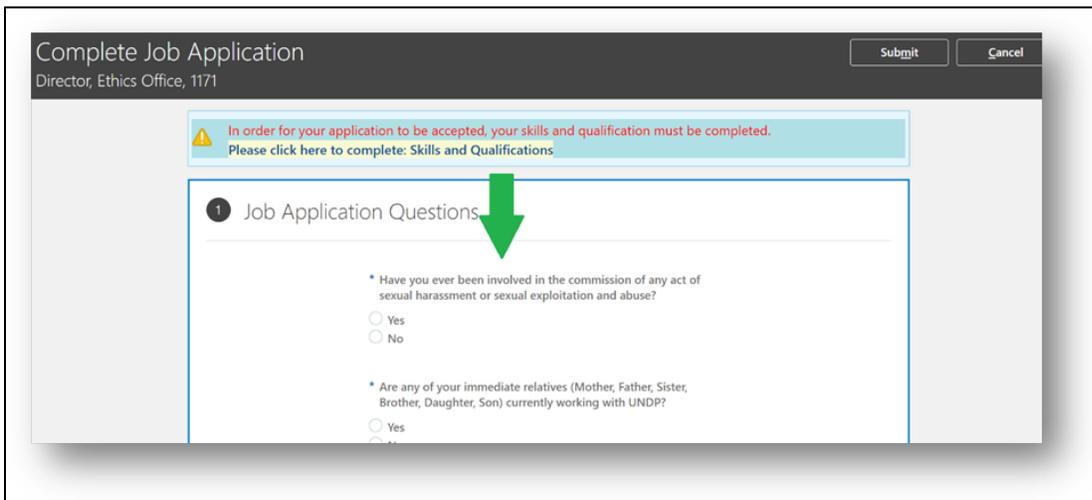
**NOTE 1:** If there is no suitable Certification in the drop-down list, you can skip it (it is not a mandatory field).

**NOTE 2:** At the end, your profile may look like 4/5 due to 'Completion Batch' and that is okay. Please ignore that and continue for submission. We are working with UNDP to remove that section.



The screenshot shows a web form titled "Complete Job Application" for the "Director, Ethics Office, 1171". At the top right are "Submit" and "Cancel" buttons. A yellow warning box with a triangle icon contains the text: "In order for your application to be accepted, your skills and qualification must be completed. Please click here to complete: Skills and Qualifications". Below this is a section titled "1 Job Application Questions". The first question is: "\* Have you ever been involved in the commission of any act of sexual harassment or sexual exploitation and abuse?" with radio buttons for "Yes" and "No". The second question is: "\* Are any of your immediate relatives (Mother, Father, Sister,".

- 7. Once you completed your Talent Profile (Skills ad Qualifications section), please go back and answer the Job Application Questions and click on "Continue". Please note questions may be different for different jobs.



This screenshot is identical to the one above, but with a large green arrow pointing down to the "1 Job Application Questions" section. The text in the warning box and the questions are the same as in the previous image.

- 8. Under "Supporting Documents", attach resume or any supporting documents that you would like to be part of the application. Once the documents are attached click "Continue".

The screenshot shows a web interface for a job application. At the top, there is a progress indicator with three steps: 1. Job Application Questions, 2. Supporting Documents (highlighted in blue), and 3. E-Signature. An 'Edit' button is visible next to the first step. The 'Supporting Documents' section contains a dashed box with a green upload icon and the text 'Drag files here or click to add attachment'. Below this is a brown 'Continue' button.

- 9. Under E-Signature, enter Employee Name and click on Submit. Ensure all details are complete. **NOTE: You cannot edit OR update the application after the submission.**

The screenshot shows the 'Complete Job Application' page. At the top right, there are 'Submit' and 'Cancel' buttons. Below the header, there is a warning message: 'In order for your application to be accepted, your skills and qualification must be completed. Please click here to complete: Skills and Qualifications.' The progress indicator shows three steps: 1. Job Application Questions, 2. Supporting Documents, and 3. E-Signature (highlighted in blue). The 'E-Signature' section has a text input field labeled '\*Employee Name' with 'John Smith' entered. At the bottom, there is a reminder: 'Please be reminded to complete your skills and qualifications in the "Skills and Qualifications" page (link provided)'.

Bonus: if you are UNFPA Personnel, [this training material](#) can help as well.

## Related articles

- [Do I need to create new application profile?](#)
- [How to do shortlisting as a collaborator?](#)
- [Can I update/edit my job application after submission?](#)
- [How to approve Job Requisition as a Hiring Manager?](#)
- [How to Apply: Internal Applicants and UNFPA Personnel \(includes Staff Members, Service Contract holders, UN Volunteers\)](#)