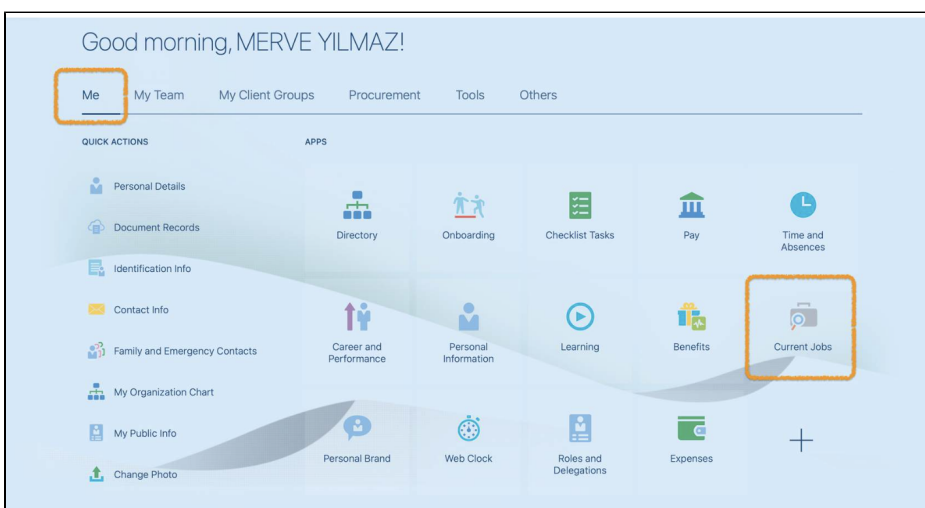


# How to Apply: Internal Applicants and UNFPA Personnel (includes Staff Members, Service Contract holders, UN Volunteers)

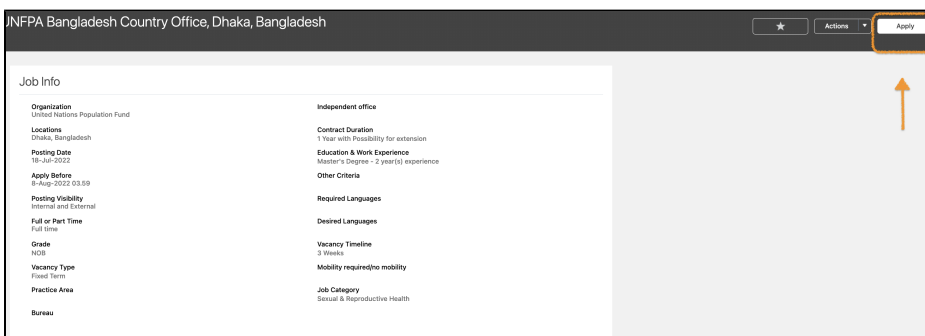
## STEP BY STEP GUIDE

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



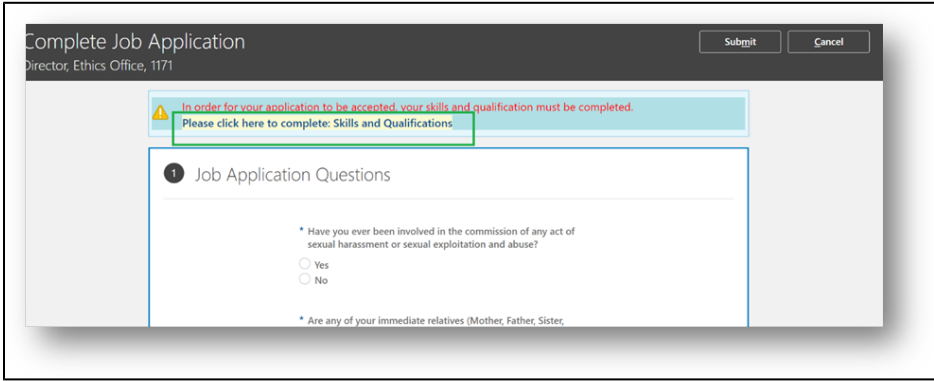
- 5. After login, click on the Job Link, for the Job you want to apply. Once you have gone through the job details, click on Apply. You may also search for jobs using the different filters available.



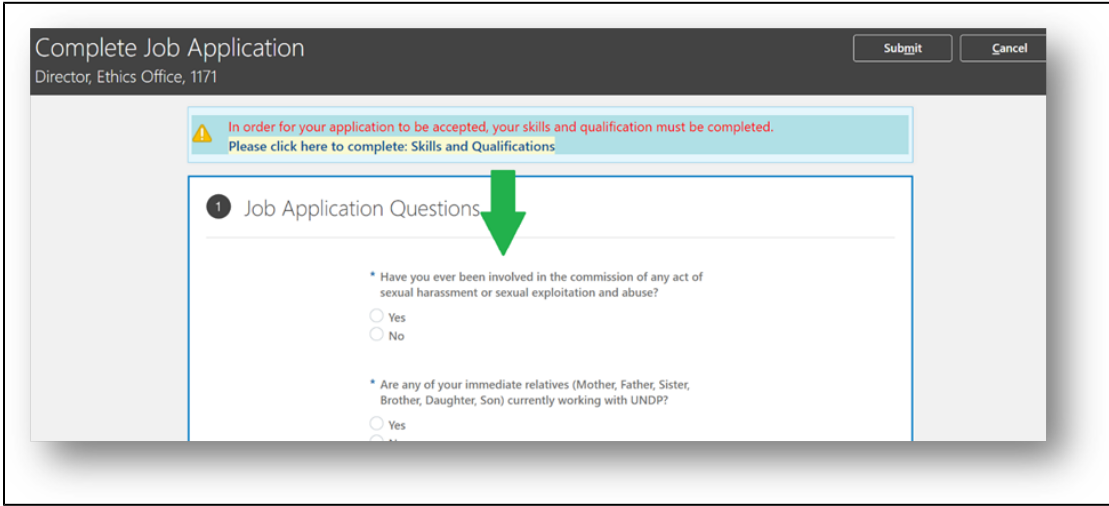
- 6. Click on "Please click here to complete: Skills and Qualifications" to review or update your information. Please note this is your Talent Profile, and, you must make sure that the fields "Education", "Employment History", "Languages", "Licences/Certification" and "Supporting Documents" have been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



- 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.



- 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".

- 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.**

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 \(includes Staff Members, Service Contract holders, UN Volunteers\)](#)