



## STEP-BY-STEP GUIDE

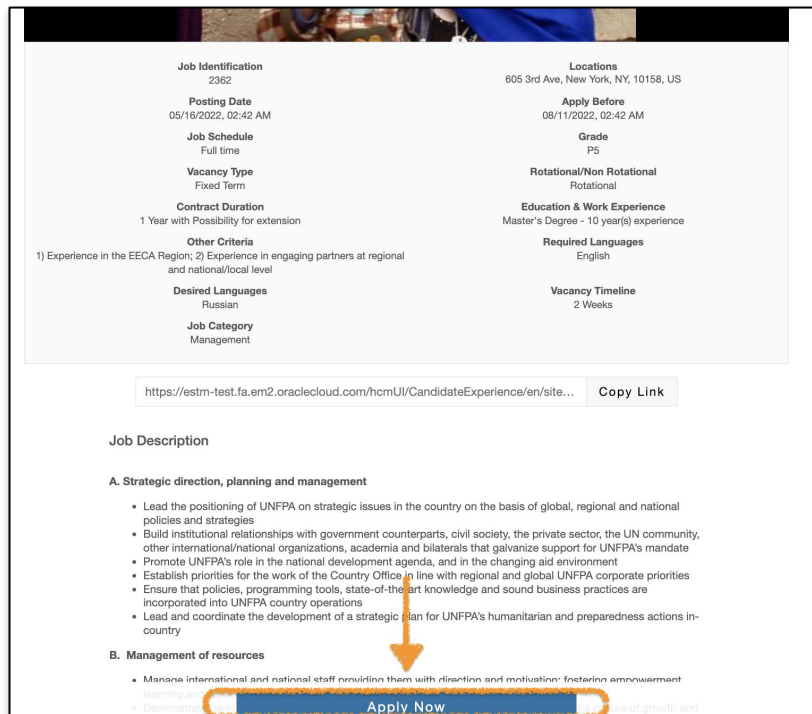
## APPLYING FOR UNFPA JOBS

- ★ If you experience repeated technical difficulties, please send an email to [recruiting@unfpa.org](mailto:recruiting@unfpa.org).
- ★ Resumes sent directly to [recruiting@unfpa.org](mailto: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 is visible, with sub-sections 'A. Strategic direction, planning and management' and 'B. Management of resources'. A blue 'Apply Now' button is highlighted with an orange border and a red arrow pointing to it from above.

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

**Apply Now**

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**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 Career Site 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 form with an "Email Address \*" input field, 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.

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**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 'E-SIGNATURE' section. The 'NATIONALITY & PERMANENT RESIDENCE INFORMATION' section includes a warning: '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... +'. The 'EXTRA INFORMATION' section includes the instruction 'Provide at least 3 references.' and a button labeled 'ADD EXTRA INFORMATION +'. The 'E-SIGNATURE' section contains 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,...' followed by a 'Show More' link and a 'Full Name \*' input field. At the bottom of the form, a blue 'SUBMIT' button is highlighted with an orange dashed border.

# FREQUENTLY ASKED QUESTIONS



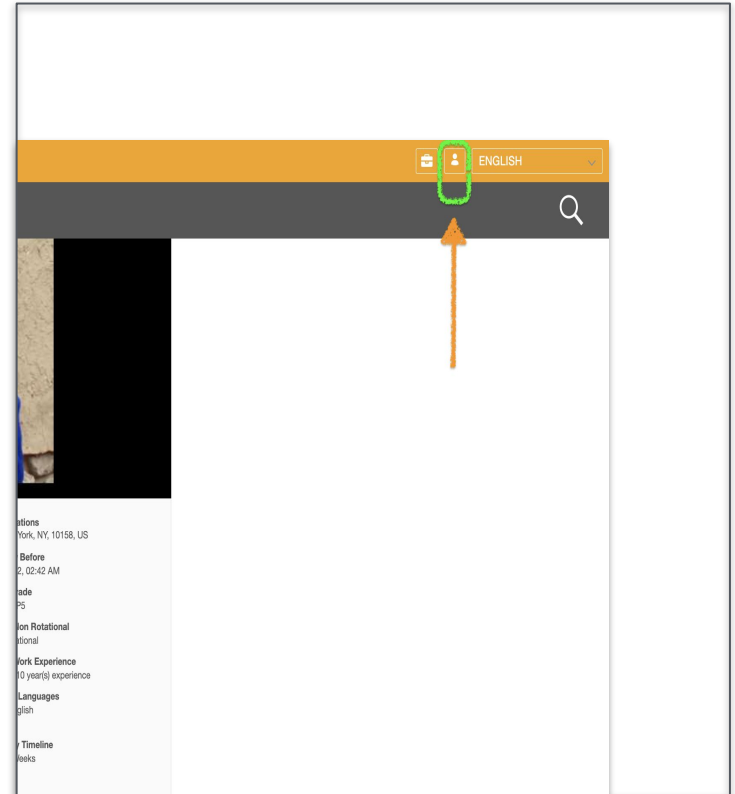
# FREQUENTLY ASKED QUESTIONS

## → 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	UNFPA ID	Applied On
ACTIVE JOB APPLICATIONS	[TEST_MY] Administrative Associate, Istanbul, Turkey, EECA Regional Office, GS-7, FTA	Under Consideration	Istanbul, Turkey	2409	06/09/2022
DRAFT APPLICATIONS	[TEST_MY] TEMPORARY APPOINTMENT: PSEA & GBV Humanitarian Inter-Agency Coordinator, P3, Burundi Country Office	Continue	Burundi	2399	06/02/2022
INACTIVE JOB APPLICATIONS	[TEST_MY] Administrative Associate, Istanbul, Turkey, EECA Regional Office, GS-7, FTA	Offer Accepted	Istanbul, Turkey	2400	06/02/2022

## FREQUENTLY ASKED QUESTIONS



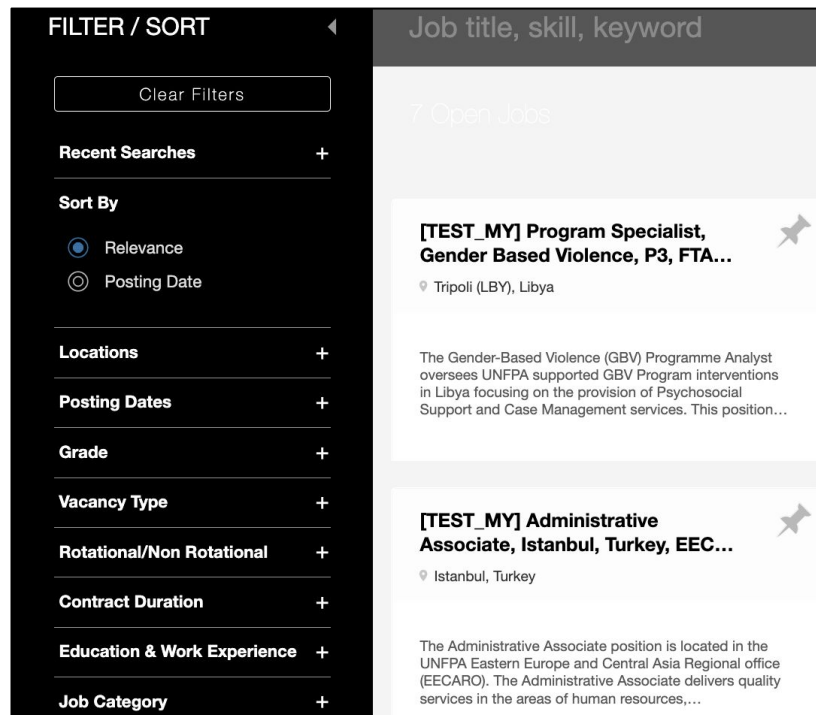
### → Is it possible to edit a submitted application or upload a new resume? Can I withdraw my application?

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 job search interface with a dark sidebar for filters and a main content area for job listings.

**FILTER / SORT**

- Clear Filters
- Recent Searches +
- Sort By
  - Relevance
  - Posting Date
- Locations +
- Posting Dates +
- Grade +
- Vacancy Type +
- Rotational/Non Rotational +
- Contract Duration +
- Education & Work Experience +
- Job Category +


**Job title, skill, keyword**

7 Open Jobs

**[TEST\_MY] Program Specialist, Gender Based Violence, P3, FTA...** 

📍 Tripoli (LBY), Libya

The Gender-Based Violence (GBV) Programme Analyst oversees UNFPA supported GBV Program interventions in Libya focusing on the provision of Psychosocial Support and Case Management services. This position...

**[TEST\_MY] Administrative Associate, Istanbul, Turkey, EEC...** 

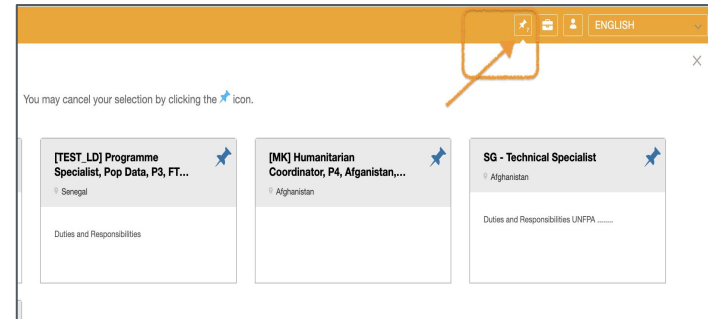
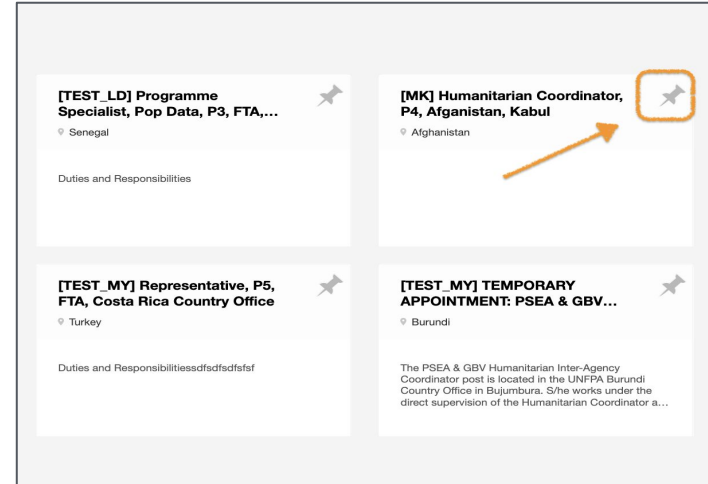
📍 Istanbul, Turkey

The Administrative Associate position is located in the UNFPA Eastern Europe and Central Asia Regional office (EECARO). The Administrative Associate delivers quality services in the areas of human resources,...

# 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**

