



# HOW TO SEND A GOOD APPLICATION?

Visit [jobs.unops.org](https://jobs.unops.org)

## 1. Create your candidate profile.

- You only do it once and it works for all your applications!
- Be clear and concise about your real experiences.
- Education: Add your education, certifications and trainings.
- Include your language skills.
- Work Experience: mention your employer, scope of responsibility, reporting lines, achievements, projects, team size, etc.
- Fill-in all the required fields.
- Keep it updated.

## 2. Sign up to “My Subscriptions”

- Indicate your job preferences.
- You will get newly published job notifications by email.

## 3. Check our diverse offers

Use the “Search” button to filter offers by categories

- Vacancies: current job openings.
- Rosters: pools of qualified professionals for future vacancies.
- Internships: learning opportunities if you have less than 5 years of working experience.

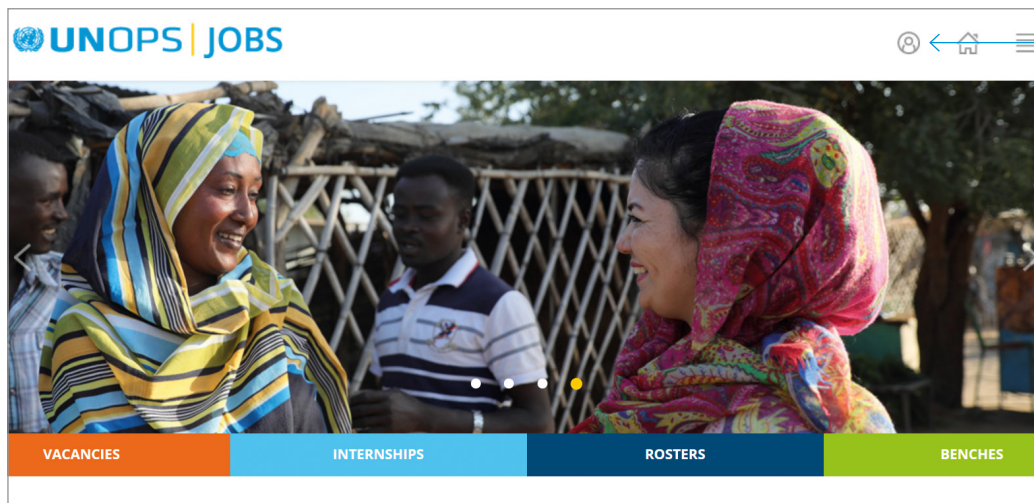
## 4. Identify the right job offer

- Does the scope of work match my career expectations?
- Do I meet all the requirements (education, years of experience, languages)?

## 5. Apply for the job offer

- Answer to the questionnaire for that job offer.
- Submit your application before the deadline.

## Step 1. Create your profile



Click here to log in or create your profile.

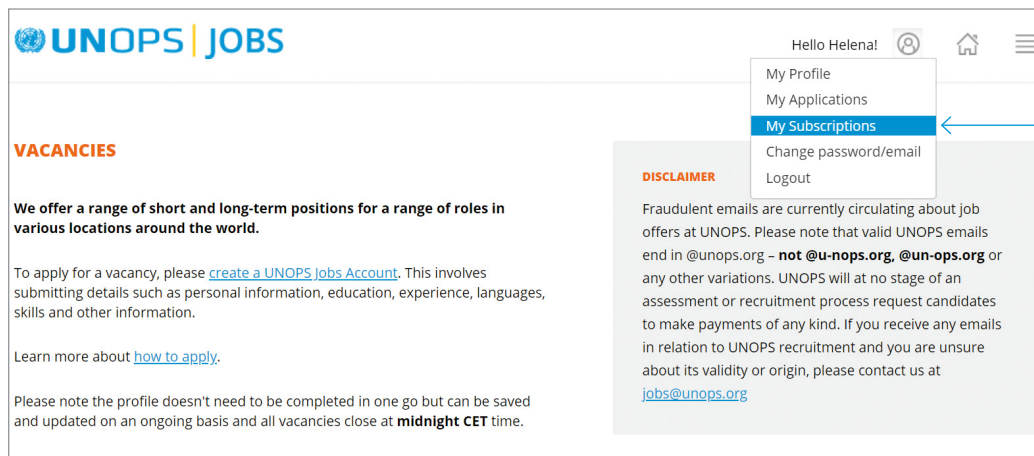
The image shows the 'LOG IN' form on the UNOPS JOBS website. The form is titled 'LOG IN' in blue. It contains two input fields: 'Please enter your email address' and 'Please enter your password'. Below the fields is a blue 'Log In' button. At the bottom of the form are two links: 'Forgot Password?' and 'Register'.

If you have not registered before, click here.

The image shows the 'REGISTER' form on the UNOPS JOBS website. The form is titled 'REGISTER' in blue. It contains a message: 'We recommend you use your **personal email address** to register a new account.' Below the message are three input fields: 'Email', 'Password', and 'Confirm password'. Below the fields is a blue 'Register' button. At the bottom of the form is a link: 'Go to login page'.

Create your profile by using an e-mail account that you use frequently.

## Step 2. Sign up to “My Subscriptions”



The screenshot shows the UNOPS JOBS homepage. The user menu is open, showing options: My Profile, My Applications, My Subscriptions (highlighted), Change password/email, and Logout. A blue arrow points from the text 'Sign up to “My Subscriptions”' to the 'My Subscriptions' option in the menu.

**VACANCIES**

We offer a range of short and long-term positions for a range of roles in various locations around the world.

To apply for a vacancy, please [create a UNOPS Jobs Account](#). This involves submitting details such as personal information, education, experience, languages, skills and other information.

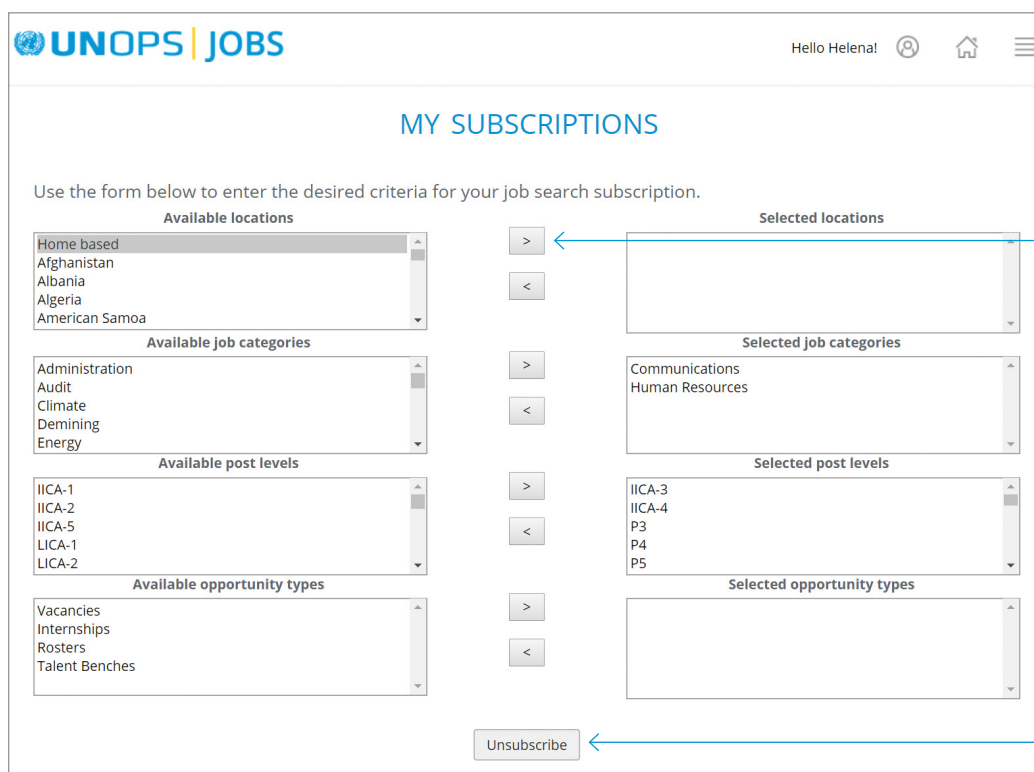
Learn more about [how to apply](#).

Please note the profile doesn't need to be completed in one go but can be saved and updated on an ongoing basis and all vacancies close at **midnight CET** time.

**DISCLAIMER**

Fraudulent emails are currently circulating about job offers at UNOPS. Please note that valid UNOPS emails end in @unops.org - **not @u-nops.org, @un-ops.org** or any other variations. UNOPS will at no stage of an assessment or recruitment process request candidates to make payments of any kind. If you receive any emails in relation to UNOPS recruitment and you are unsure about its validity or origin, please contact us at [jobs@unops.org](mailto:jobs@unops.org)

Sign up to “My Subscriptions”



The screenshot shows the 'MY SUBSCRIPTIONS' page. It features a form to enter criteria for a job search subscription. The form is divided into two columns: 'Available' and 'Selected'. The 'Available' column lists options for locations, job categories, post levels, and opportunity types. The 'Selected' column shows the chosen options. A blue arrow points from the text 'Click here to add your preferences for job alerts. They will be automatically saved, you do not need to click any confirmation button.' to the 'Selected locations' field. Another blue arrow points from the text 'Do not click here unless you want to stop receiving alerts of newly opportunities.' to the 'Unsubscribe' button.

**MY SUBSCRIPTIONS**

Use the form below to enter the desired criteria for your job search subscription.

Available locations		Selected locations
Home based Afghanistan Albania Algeria American Samoa	> <	
Available job categories		Selected job categories
Administration Audit Climate Demining Energy	> <	Communications Human Resources
Available post levels		Selected post levels
IICA-1 IICA-2 IICA-5 LICA-1 LICA-2	> <	IICA-3 IICA-4 P3 P4 P5
Available opportunity types		Selected opportunity types
Vacancies Internships Rosters Talent Benches	> <	

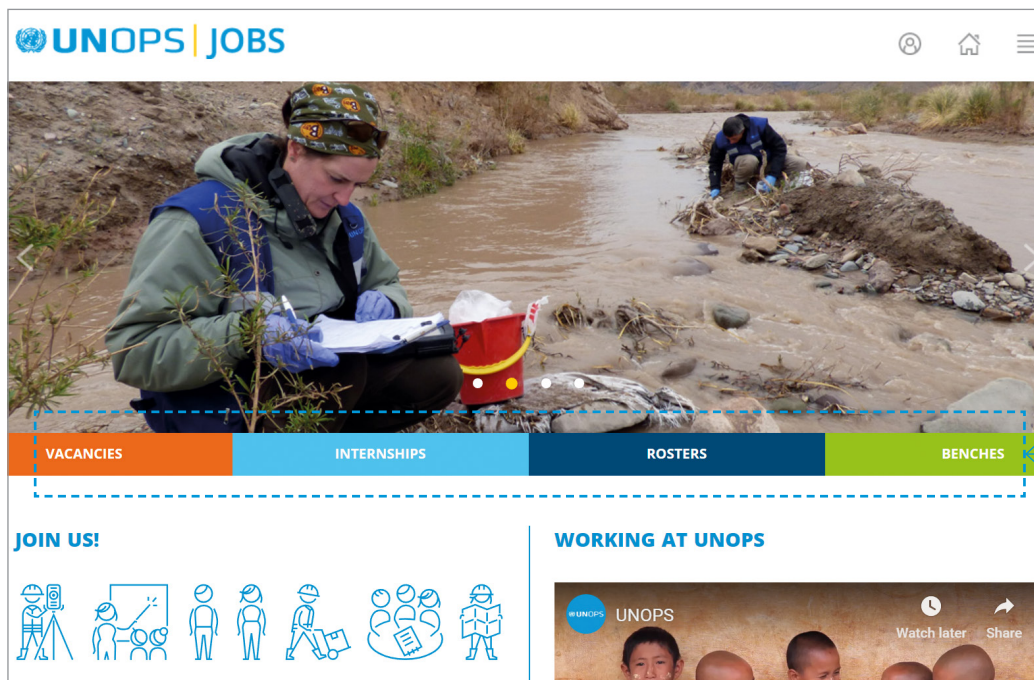
Unsubscribe

Click here to add your preferences for job alerts. They will be automatically saved, you do not need to click any confirmation button.

Do not click here unless you want to stop receiving alerts of newly opportunities.

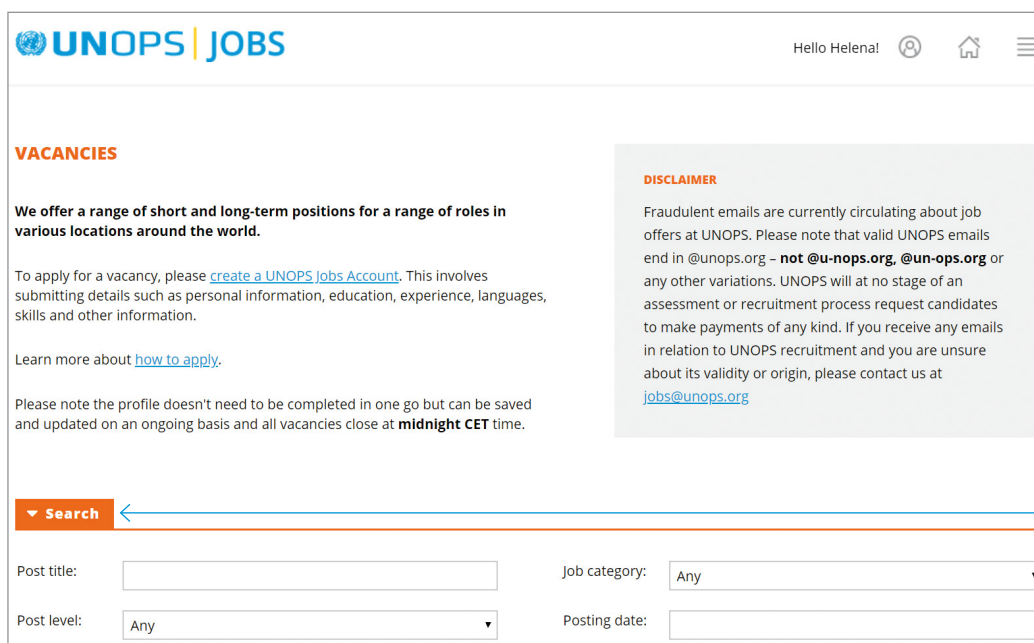


## Step 3. Check our diverse offers



Check our diverse offers

## Step 4. Identify the right job offer



Use this button to select your preferred criteria to filter the offers.

# FREQUENTLY ASKED QUESTIONS

## “Do I need to know someone to apply to UNOPS?”

No, our process is open to everyone. You do not need to have acquaintances to be informed of our vacancies. All our vacancy announcements are published on our Career Portal.

## “Do I need to have a working permit for the duty station before applying for international contract position?”

No, UNOPS does not require you to have a work permit for the duty station when you apply. Once you join the organization, UNOPS will assist you with all required processes.

## “Is UN experience always required?”

UNOPS highly values professional experience from both public and private sector! Having previous UN experience is often considered as “desired” or “an asset”, but not a strict requirement.

## “The process to be contacted after applying can take months or years.”

The time it takes to be contacted after submitting your application depends on the type of opportunity. If you have applied for a vacancy ,

the process can take approximately two to three months. If you have applied to a roster, there is no specific time-frame that you will be contacted within for an actual position as this is a proactive process for future vacancies.

## “If I am applying to a high-level position, is it enough to create a short profile or just upload my curriculum?”

No, it is important that you fill-in all required fields on the online application with concrete and relevant information, irrespective of level.

## “How do I know the status of my application?”

You can monitor the status of your applications by logging onto your account. You will be automatically notified once the recruitment process is finalized.

## “How can I prepare for my interview?”

UNOPS conducts competency based interviews to ensure that the best qualified people join the organization. [Here](#) are some tips on how to prepare for it. We also advise you to develop a thorough understanding of UNOPS core activities and our projects and prepare an answer on your motivation to join the organization.

## Recruitment process



Submit your application



Shortlisting



Assessment

- Technical assessment (written test, case study, presentation)
- Competency Based Interview



Reference Check



Notification and hiring process

**Stay tuned!**