



# 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

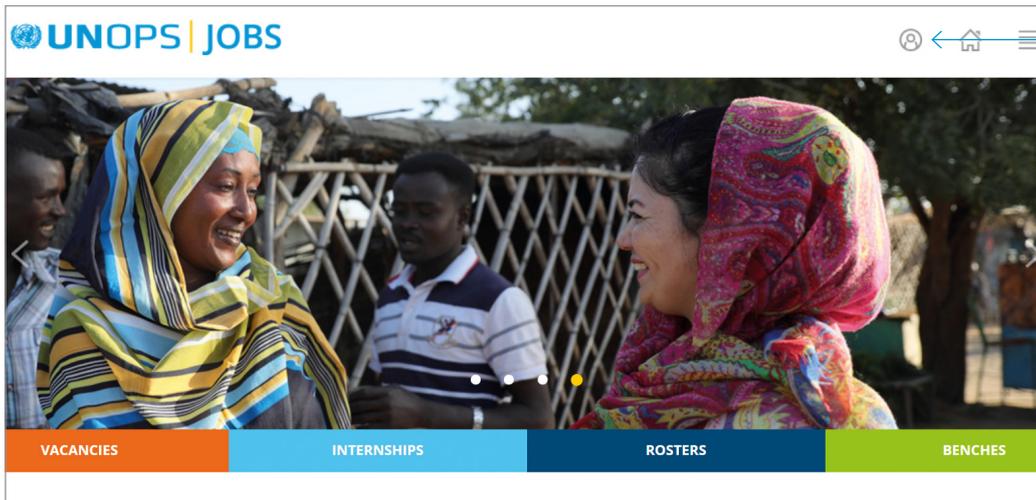
- Does the scope of work match my career expectations?
- Do I meet all the requirements (education, years of experience, languages)?

## 5. Apply for the job offer

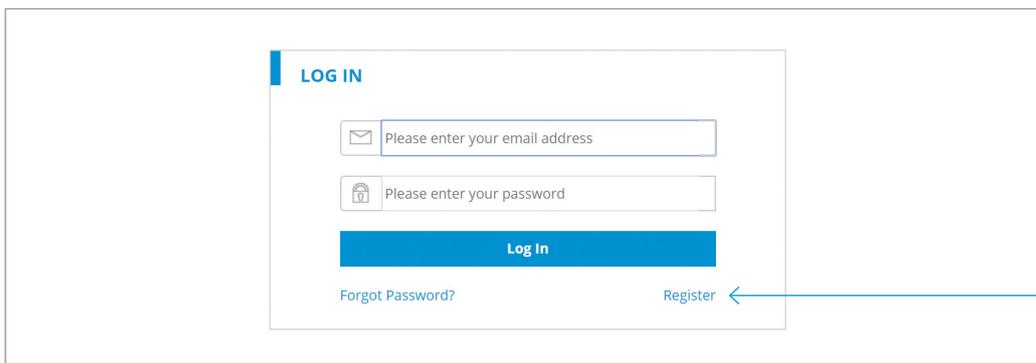
- Answer to the questionnaire for that job offer.
- Submit your application before the deadline.



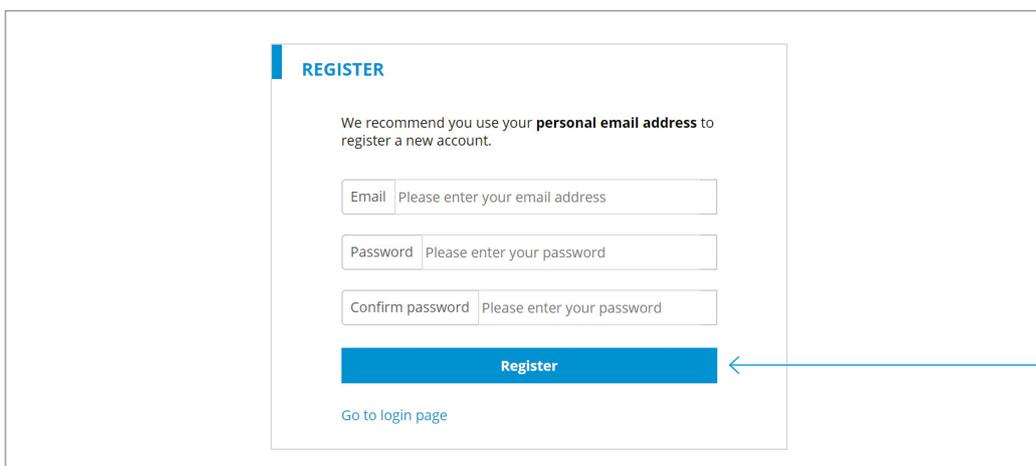
## Step 1. Create your profile



Click here to log in or create your profile.



If you have not registered before, click here.



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 user interface. At the top left is the UNOPS | JOBS logo. The user is logged in as 'Hello Helena!'. A dropdown menu is open, showing options: 'My Profile', 'My Applications', 'My Subscriptions' (highlighted in blue), 'Change password/email', and 'Logout'. Below the menu, there is a 'DISCLAIMER' section with text about fraudulent emails and contact information for UNOPS. On the left side, there is a 'VACANCIES' section with text about job opportunities and a link to 'how to apply'.

Sign up to "My Subscriptions"

The screenshot shows the 'MY SUBSCRIPTIONS' page. It features a form with five columns of filters: 'Available locations', 'Available job categories', 'Available post levels', 'Available opportunity types', and 'Selected locations', 'Selected job categories', 'Selected post levels', and 'Selected opportunity types'. Each column has a list of options and a dropdown arrow. There are also navigation arrows between the columns. At the bottom, there is an 'Unsubscribe' button.

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

The screenshot shows the UNOPS Jobs homepage. At the top left is the UNOPS logo and 'JOBS'. On the right are icons for user profile, home, and a menu. Below the header is a large image of a person in a field. A navigation bar contains four tabs: 'VACANCIES' (orange), 'INTERNSHIPS' (light blue), 'ROSTERS' (dark blue), and 'BENCHES' (green). A blue dashed box highlights the 'BENCHES' tab. Below the navigation bar are two sections: 'JOIN US!' with icons for various roles, and 'WORKING AT UNOPS' with a video player showing children's faces and 'Watch later' and 'Share' buttons.

Check our diverse offers

## Step 4. Identify the right job offer

The screenshot shows the 'VACANCIES' page on the UNOPS Jobs website. The header includes the UNOPS logo, 'JOBS', and a user greeting 'Hello Helena!'. The main content area has a 'VACANCIES' heading and text: 'We offer a range of short and long-term positions for a range of roles in various locations around the world.' Below this is a link to 'create a UNOPS Jobs Account' and a 'how to apply' link. A 'DISCLAIMER' box contains information about fraudulent emails. At the bottom, there is a search filter with a 'Search' button and a left-pointing arrow. The filter includes fields for 'Post title', 'Post level', 'Job category', and 'Posting date'.

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!