GET PREPARED: SUBMITTING YOUR APPLICATION

UNOPS

Big aspirations need powerful applications

To improve your chances of success in applying for a particular job or roster, it's crucial to read the vacancy announcement (VA) carefully.

Please note that some requirements listed in the VA are required, which are the minimum criteria needed to be shortlisted. Failing to list these could result in an incomplete application that does not match the VA requirements, causing you to miss out on the opportunity altogether. However, requirements listed as desirable are additional criteria that are not essential but are preferred.

As part of the submission process, ensure you complete and submit the following:

☐ Online profile

☐ Pre-screening questions

☐ CV/résumé

☐ Cover letter (highly recommended)

Here are some tips for creating a strong online profile:

- Your online profile is your first impression, so make sure it showcases the skills, qualifications, and experiences that make you a strong fit for the position.

- Update your profile regularly. Ensure that it is comprehensive, clear, factual, and tailored to the specific vacancy you're applying for.

- Review the functional responsibilities listed in the VA and highlight relevant experiences in your description of duties.

- Avoid copying and pasting the entire functional responsibilities section into your application.

- Share your achievements to showcase the impact and results of your work.

- You can update your application even after you submit it, until the application deadline. To do so, log in to your UNOPS profile at https://jobs.unops.org/, go to "My applications" and select "Update application".

Tips for writing a strong cover letter:

- Submitting a cover letter is highly recommended as it gives you an opportunity to demonstrate your motivation for applying for the position. It also gives you a chance to highlight how your unique qualifications make you a strong candidate for a specific vacancy.

- Keep your cover letter concise and limit it to one page if possible.

- Use 2-3 paragraphs to explain why you are the right candidate for UNOPS. Draw on your previous experience and highlight specific contributions that you can make to the position and organization.

- End your letter with a strong expression of your motivation and enthusiasm for the position.

- Before submitting, double-check your cover letter for typos and grammatical errors.
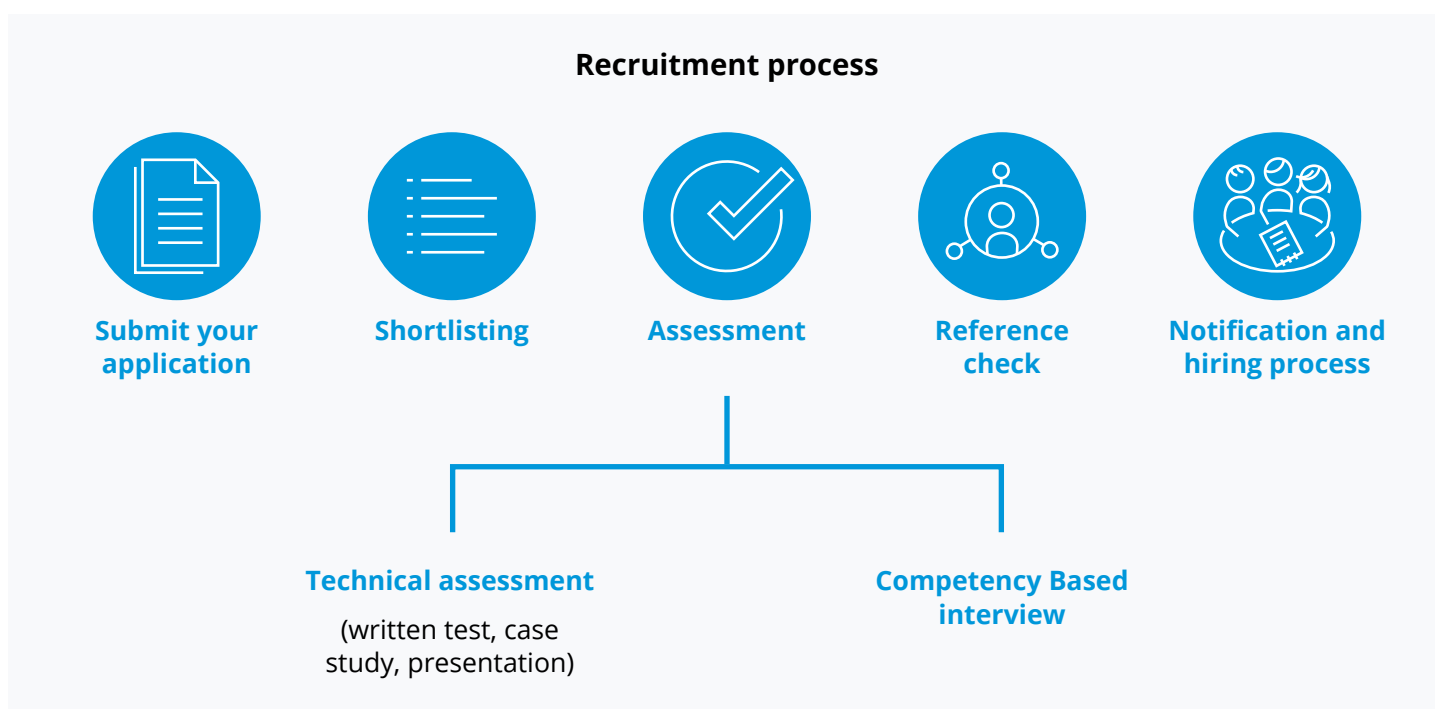
Keep in mind that your application will be evaluated based on all the information you have provided.

Make sure to submit your application before the deadline to avoid missing out on the opportunity.

Applications submitted after the closing date will not be considered. Once you submit your application, you will receive a confirmation email.

Best of luck with your application!

Get career opportunities delivered right to your inbox – this is how you can subscribe to alerts.

Recruitment process

Submit your application	Shortlisting	Assessment	Reference check	Notification and hiring process

Technical assessment
(written test, case study, presentation)

Competency Based interview