

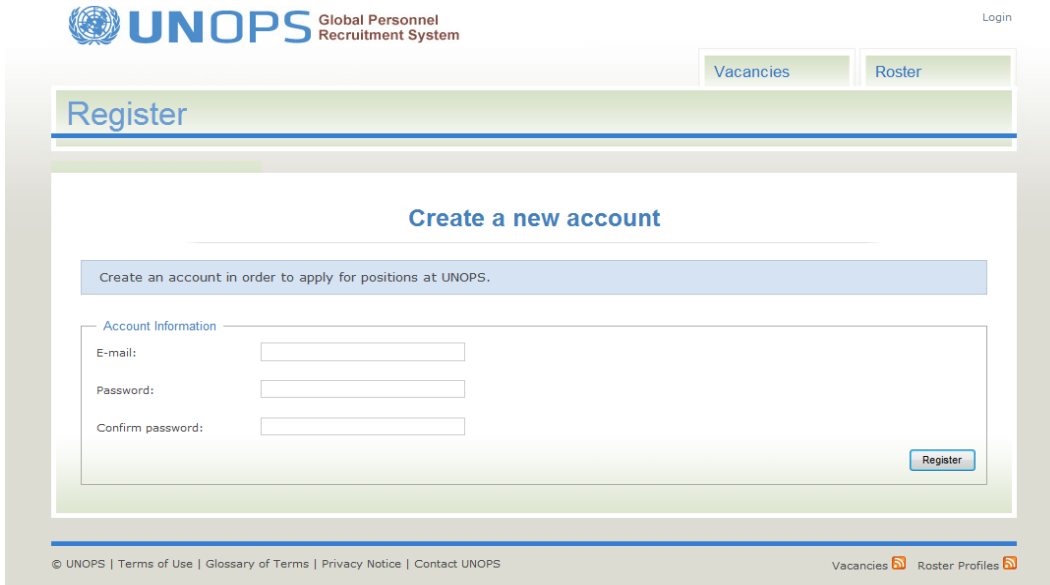
Creating a profile in the Global Personnel Recruitment System

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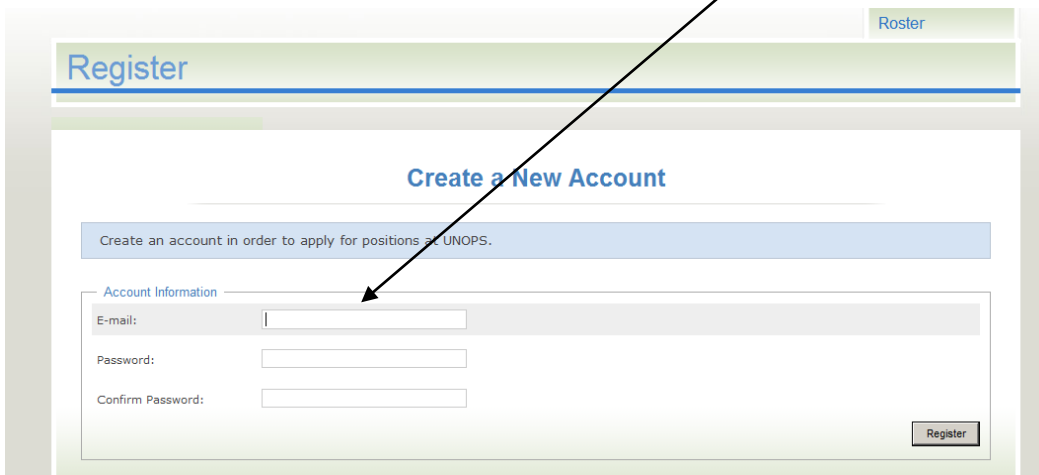
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I. Registration

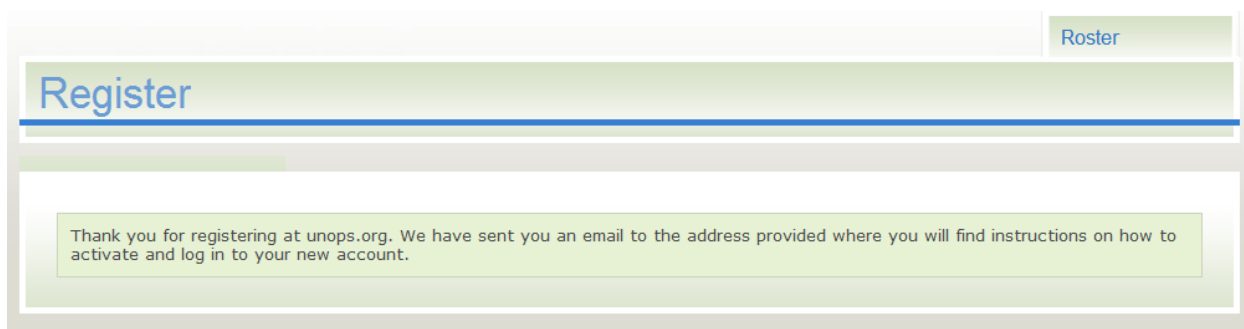
On the UNOPS external website under the [Employment](#) tab, a link in the right menu to [‘create a profile in GPRS’](#) will bring you to the front page of the application:



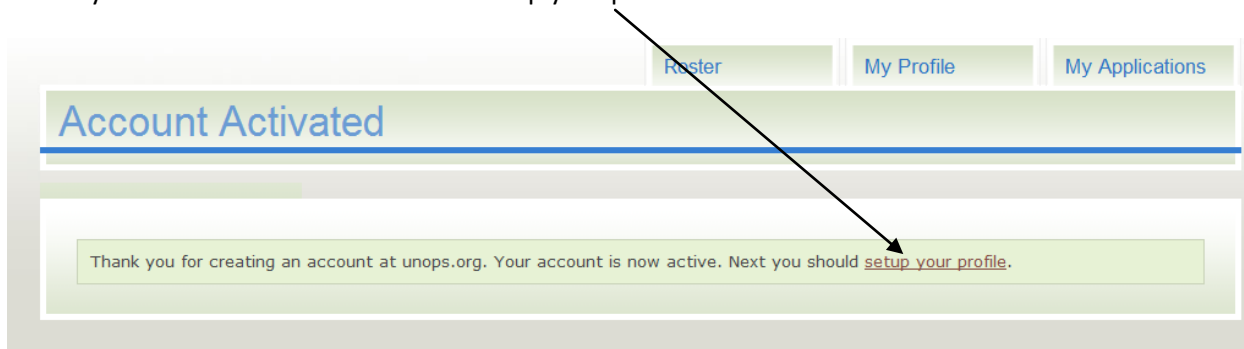
On this registration page, you will be asked for an email address and password, which will be used to log in to the GPRS in the future. (You select your own e-mail and password)



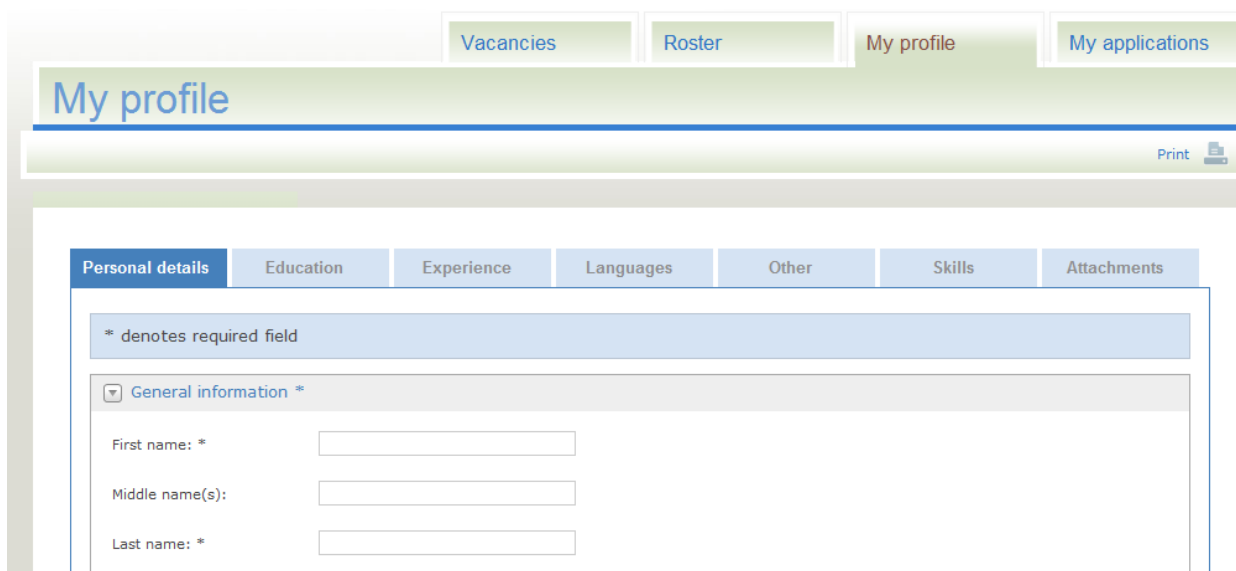
Once you click on the ‘register’ button, an email will be sent to the email address you supplied. Please click on the link you receive to activate your account.



Once you click on the activation link in the email, you will be redirected to the message below, where you need to click on the link to 'set up your profile':



You will be redirected to the 'my profile' page where you can start entering your profile information. The fields marked with an asterisk (*) are mandatory throughout the system.



Your profile is composed of seven different sections: personal details, education, experience, languages, other, skills and attachments.

II. Personal details

Please start your profile creation with the 'personal details' tab:

My profile

Print

Personal details

Education

Experience

Languages

Other

Skills

Attachments

* denotes required field

General information *

First name: *

Middle name(s):

Last name: *

Maiden name (if applicable):

Date of birth: *

Nationality at birth: *

--Select--

Present nationality: *

--Select--

Gender: *

Male

Female

Permanent address

Current address

Contact details

Availability

Save >>>

Throughout the system, selecting a date (here the date of birth) needs to be done using the calendar icon shown below:

Personal Details *
Education
Experience

* denotes required field

General Information *

First Name: *
Middle Name(s):
Last Name: *
Maiden Name (if applicable):
Date of birth: *

Jan 1973

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Once you have entered general information such as your name, date of birth, nationality and gender, you will need to enter your address. To do so, click on the 'permanent address link' for the menu to expand:

Personal details
Education
Experience
Languages
Other
Skills
Attachments

* denotes required field

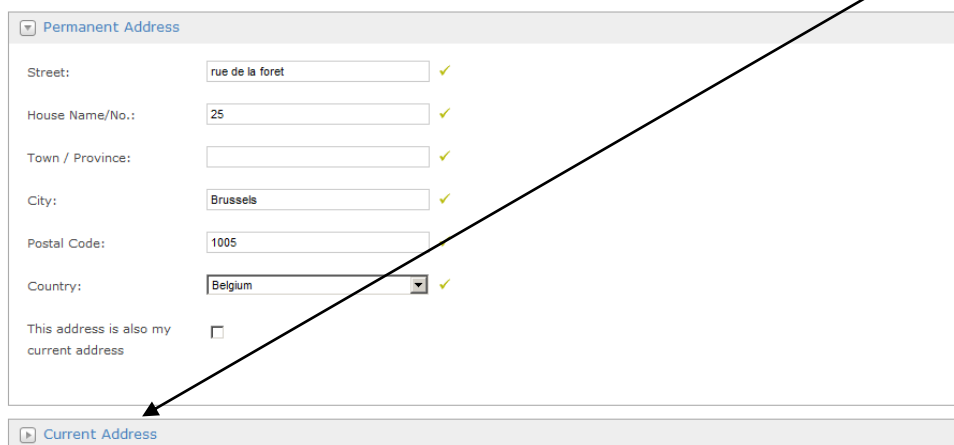
General information *

First name: *
Middle name(s):
Last name: *
Maiden name (if applicable):
Date of birth: *
Nationality at birth: *
Present nationality: *
Gender: *

--Select--
--Select--
☐ Male
☐ Female

Permanent address
Current address
Contact details
Availability

Once you have entered your permanent address, you may also enter your current address, if different:



Permanent Address

Street: ✓

House Name/No.: ✓

Town / Province: ✓

City: ✓

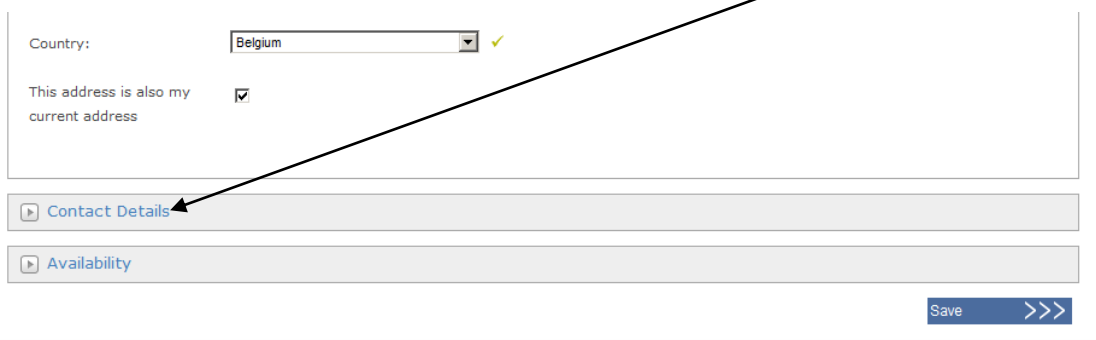
Postal Code: ✓

Country: ✓

This address is also my current address ☐

Current Address

If your current address is the same as your permanent address, please check the box in the screen below and you will be able to proceed directly to entering your contact details:



Country: ✓

This address is also my current address ☒

Contact Details

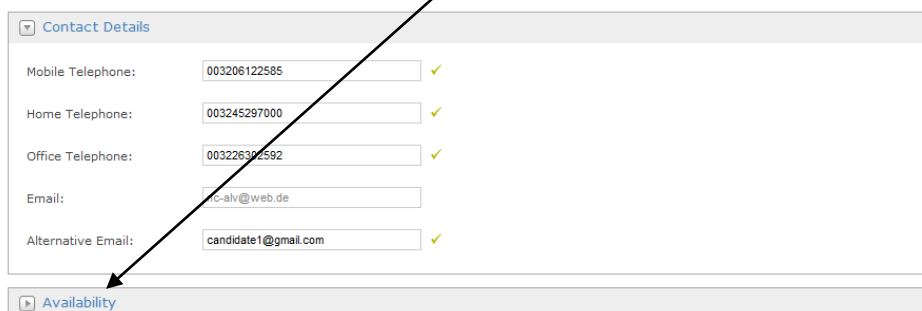
Availability

Save >>>

When entering your contact details, you will notice that the 'email' field is pre-populated with the email address you used to create your account. You can enter an alternative email address if you wish.

When entering your phone numbers, please do not forget to enter the country code.

Once you are done, please click on the 'availability' field:



Contact Details

Mobile Telephone: ✓

Home Telephone: ✓

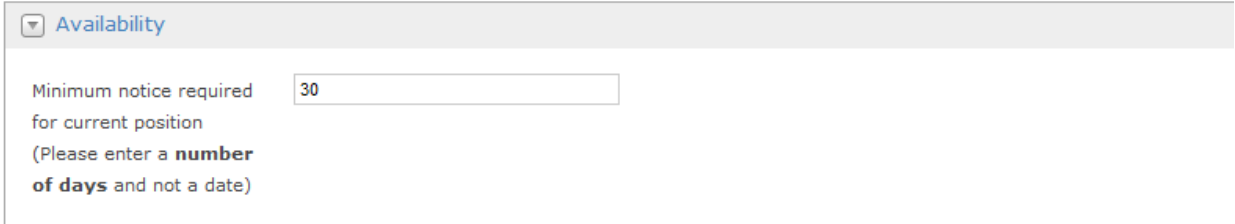
Office Telephone: ✓

Email:

Alternative Email: ✓

Availability

In the 'availability' field you will be asked for the length of your notice period with your current employer. Please enter the number of days notice you need to give.



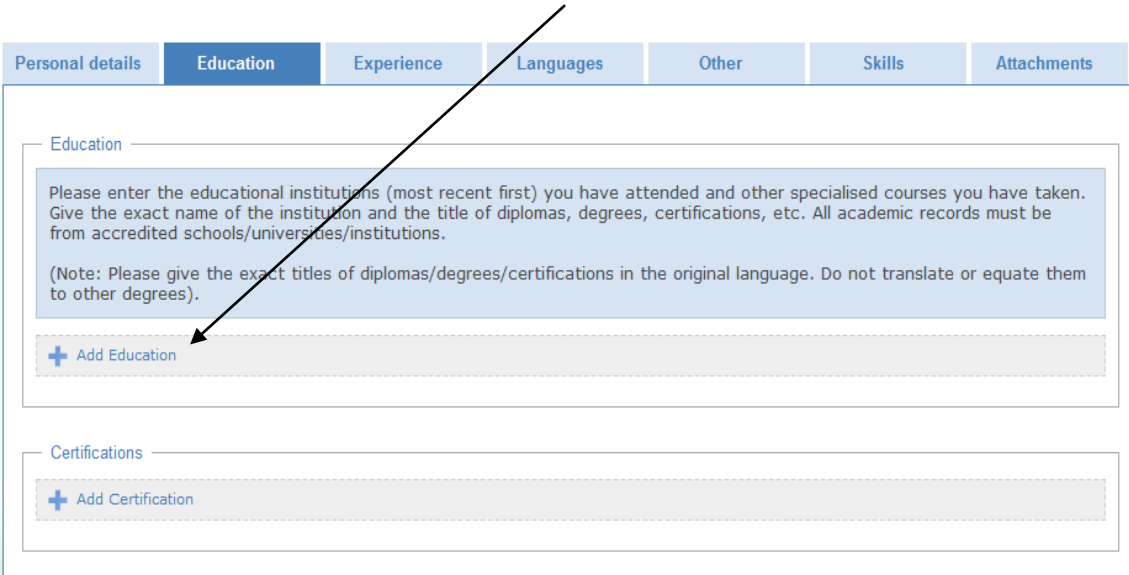
A screenshot of a form section titled 'Availability'. It contains a label 'Minimum notice required for current position' followed by a text input field containing the number '30'. Below the input field, there is a note: '(Please enter a **number of days** and not a date)'.

Once you have entered your availability, please click the 'save' button to move to the next tab, the 'education' section:

III. Education

The 'education' tab is the next section in your profile:

To enter your education, please click on 'add education':



A screenshot of the 'Education' tab in a profile form. The tab is highlighted in blue. Below the tab, there is a section titled 'Education' with a light blue background. It contains instructions: 'Please enter the educational institutions (most recent first) you have attended and other specialised courses you have taken. Give the exact name of the institution and the title of diplomas, degrees, certifications, etc. All academic records must be from accredited schools/universities/institutions. (Note: Please give the exact titles of diplomas/degrees/certifications in the original language. Do not translate or equate them to other degrees).' Below the instructions, there is a dashed box with a blue plus icon and the text 'Add Education'. An arrow points from the text 'add education' in the previous block to this 'Add Education' button. Below the 'Education' section, there is another section titled 'Certifications' with a dashed box and a blue plus icon and the text 'Add Certification'.

You should enter your educational qualifications, starting with the most recent.

In the diploma/degree title field, give the exact titles of your degrees/diplomas/qualifications in their original language. Do not translate or equate to other degrees. Select the equivalent degree level from the drop-down menu shown in the screenshot below:

Add Education

Name of educational institute: *
University of Belgium
✓

Country: *
Belgium
✓

Diploma / Degree awarded during:
1985
✓

Attended From: *
01-Jan-1985
✓

Attended Until:

Diploma / Degree Title:
Maitrise en Gestion des Entreprises
✓

Diploma / Degree Level: *
--Select--

- Select--
- Bachelors degree or equivalent
- High School Diploma
- Masters degree or equivalent
- No education
- Ph.D./Doctorate/Post Doctorate
- Secondary School Diploma
- Technical/Professional Diploma
- Technical/Professional License
- Undergraduate degree (AA)

Diploma / Degree Subject: *

Save Cancel

Certifications

To add further qualifications, click on the 'save' button and click 'add education' once you are ready to add more qualifications.

Edit Education

Name of educational institute: *
University of Belgium

Country: *
Belgium

Diploma / Degree awarded during:
1985

Attended From: *
01-Jan-1985

Attended Until:

Diploma / Degree Title:
Maitrise en Gestion des Entreprises

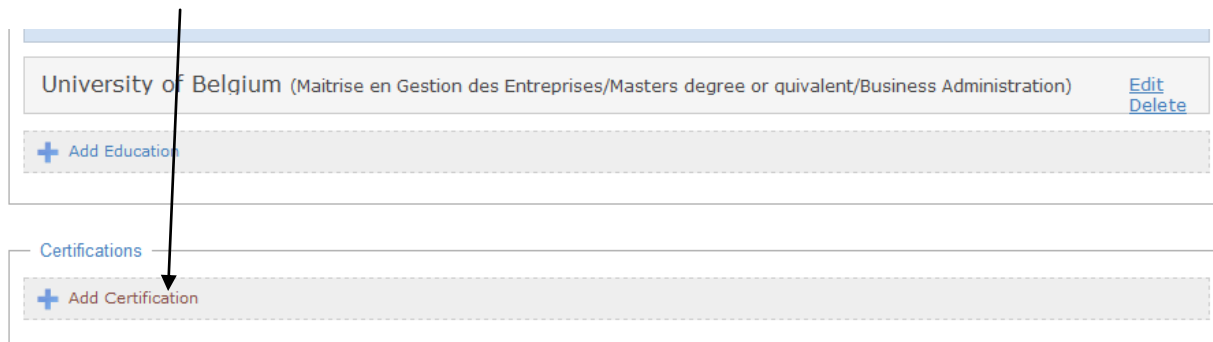
Diploma / Degree Level: *
Masters degree or equivalent

Diploma / Degree Subject: *
Business Administration

Save Cancel

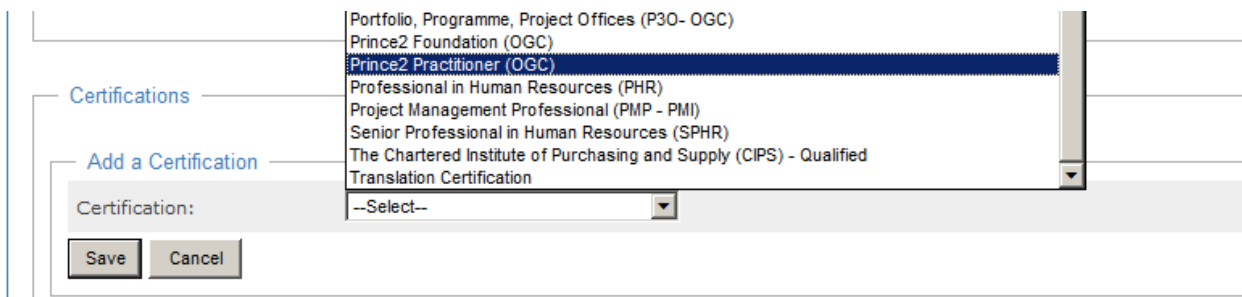
+ Add Education

The next step is for you to add the professional certifications you have completed. Please click on the 'add certification' link shown below to proceed:



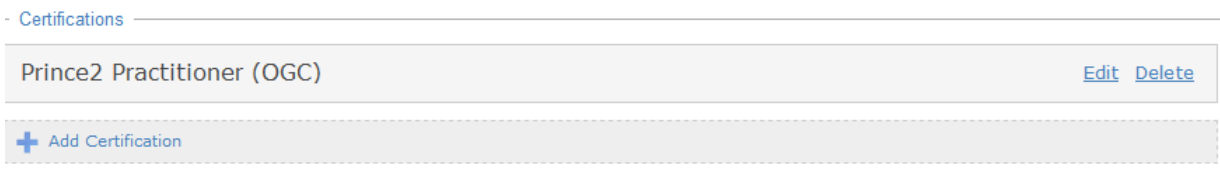
The screenshot shows a user profile with an education entry: "University of Belgium (Maitrise en Gestion des Entreprises/Masters degree or equivalent/Business Administration)" with "Edit" and "Delete" links. Below this is a section titled "Certifications" with a red "+ Add Certification" link highlighted by a red arrow.

Select your certification from the drop-down list of possible choices and click on the 'save' button once done.



The screenshot shows the "Add a Certification" form. A dropdown menu is open, displaying a list of certification options: "Portfolio, Programme, Project Offices (P3O- OGC)", "Prince2 Foundation (OGC)", "Prince2 Practitioner (OGC)" (highlighted), "Professional in Human Resources (PHR)", "Project Management Professional (PMP - PMI)", "Senior Professional in Human Resources (SPHR)", "The Chartered Institute of Purchasing and Supply (CIPS) - Qualified", and "Translation Certification". Below the dropdown is a "Certification:" label and a "--Select--" button. At the bottom are "Save" and "Cancel" buttons.

To add further certifications, please click the 'add certification' link. The list contains those certifications which are most frequently required at UNOPS. If you do not find a certification in the list, it is not possible to add it to your profile. However, when applying to any specific job opening, you will have the opportunity to attach it.



The screenshot shows the "Certifications" section of the profile. It now lists "Prince2 Practitioner (OGC)" with "Edit" and "Delete" links. Below this is a red "+ Add Certification" link.

Once you have entered your education and certifications, please click on the next tab, 'experience':

Personal details	Education	Experience	Languages	Other	Skills	Attachments
<div>Education</div> <p>Please enter the educational institutions (most recent first) you have attended and other specialised courses you have taken. Give the exact name of the institution and the title of diplomas, degrees, certifications, etc. All academic records must be from accredited schools/universities/institutions.</p> <p>(Note: Please give the exact titles of diplomas/degrees/certifications in the original language. Do not translate or equate them to other degrees).</p> <div>University of Belgium (Masters degree or equivalent/Physical Geography) Edit Delete</div> <div>+ Add Education</div>						
<div>Certifications</div> <div>Prince2 Practitioner Edit Delete</div> <div>+ Add Certification</div>						

IV. Experience

In this tab, you will need to enter your work experience in reverse chronological order (i.e. the most recent experience first). This is a very important step and you should make sure to enter all relevant work experience you have. To start, please click on the link 'add experience':

Personal details	Education	Experience	Languages	Other	Skills	Attachments
<div>Experience</div> <p>Starting with your present post, list in reverse order every position you have held.</p> <div>+ Add Experience</div>						

You will need to provide the details shown below about each position you enter. Mandatory inputs include whether the position was with a United Nations organization or not, the name of your employer, the country of employment, your functional title, and the start date of your employment.

Other sections are optional, however we strongly encourage you to fill them out carefully as your inputs to these sections will be used in the application process –particularly the description of your duties and your major achievements.

Add Experience

Was this employment within a United Nations organisation? *

☐ Yes
☐ No

Name of Employer: *

Area of Work:

Country: *

Functional Title: *

Employed From: *

Employed To:

Annual Salary at Start (\$US):

Annual Salary at End (\$US):

Supervisor Name:

Supervisor Email:

Number of Employees Supervised:

Description of Duties:

Major Achievements:

Reason For Leaving:

Save

Cancel

If you answer 'yes' to the question on UN experience, you will be prompted to enter your contract type, your post level and your performance appraisal rating.

Add Experience

Was this employment within a United Nations organisation? *
☒ Yes
☐ No

UN Experience

Contract Type:

Post Level:

Performance Rating:

Was this employment within UNOPS? *
☐ Yes
☐ No

Name of Employer: *

If your contract type is not listed, please select 'Other':

Personal details	Education	Experience *	Languages	Other	Skills	Attachments
------------------	-----------	--------------	-----------	-------	--------	-------------

Experience

Starting with your present post, list in reverse order every position you have held.

Add experience

Was this employment within a United Nations organization? *
☒ Yes
☐ No

UN experience

Contract Type: ✓

Post level:

Performance rating:

Please make sure to enter the end date of each work experience, otherwise it will be counted as current experience. After each work experience entry, please remember to press the 'save' button:

Was this employment within UNOPS? * ☒ Yes ☐ No

Name of Employer: * ✓

Area of Work: ✓

Country: * ✓

Functional Title: * ✓

Employed From: * ✓

Employed To:

Supervisor Name: ✓

Supervisor Email: ✓

Number of Employees Supervised: ✓

Description of Duties: ✓

Major Achievements: ✓

Reason For Leaving: ✓

[Save](#) [Cancel](#)

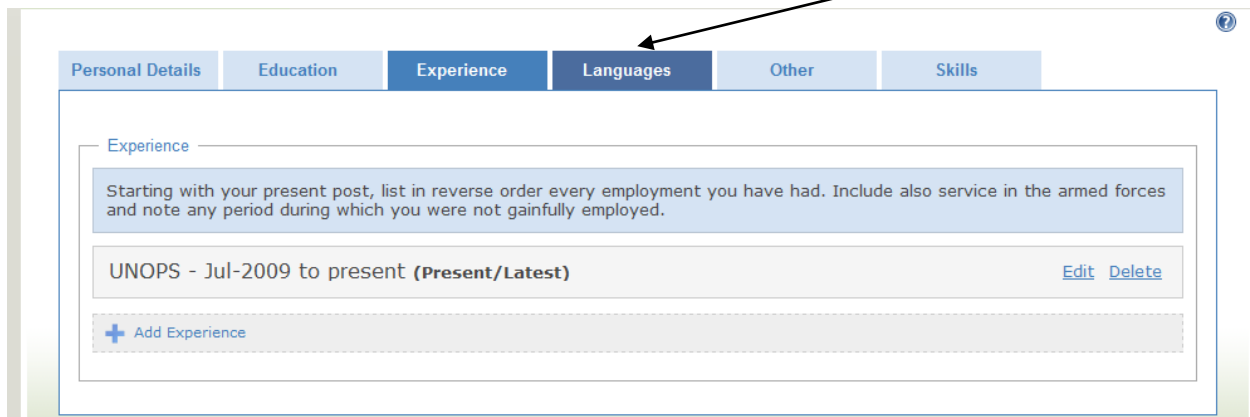
To add additional work experience, please click the link 'add experience'

Experience

Starting with your present post, list in reverse order every employment you have had. Include also service in the armed forces and note any period during which you were not gainfully employed.

UNOPS - Jul-2009 to present (Present/Latest)	Edit Delete
+ Add Experience	

Once you are finished entering all your relevant work experience, please click on the 'languages' tab to move to this next step:



Personal Details | Education | **Experience** | Languages | Other | Skills

Experience

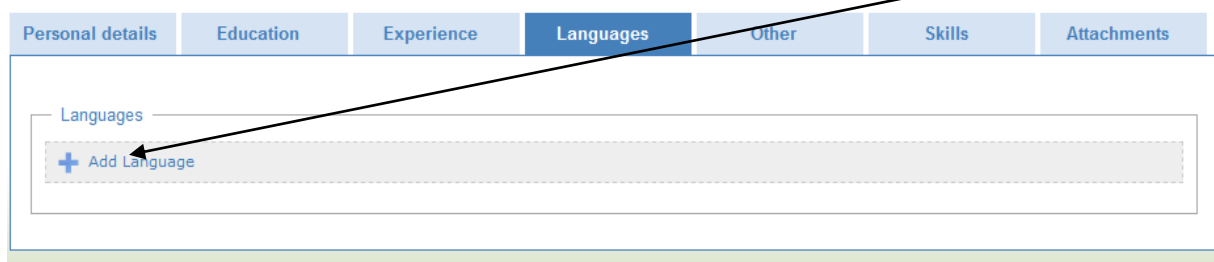
Starting with your present post, list in reverse order every employment you have had. Include also service in the armed forces and note any period during which you were not gainfully employed.

UNOPS - Jul-2009 to present (**Present/Latest**) [Edit](#) [Delete](#)

[+ Add Experience](#)

V. Languages

You will need to enter each language you speak. To start, please click on the link 'add language'

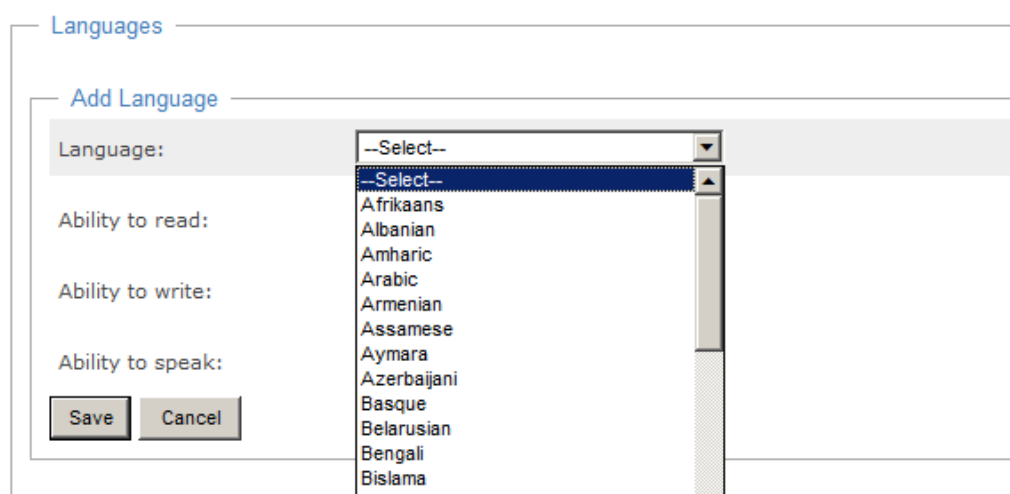


Personal details | Education | Experience | **Languages** | Other | Skills | Attachments

Languages

[+ Add Language](#)

There are 4 drop-downs for each language. In the first one, you need to select the language:



Languages

Add Language

Language:

Ability to read:

Ability to write:

Ability to speak:

Afrikaans
Albanian
Amharic
Arabic
Armenian
Assamese
Aymara
Azerbaijani
Basque
Belarusian
Bengali
Bislama
Bosnian

In the next drop-down, you need to select your ability to read from four possible choices (none/basic/intermediate/fluent):

Languages

Add Language

Language: English ✓

Ability to read: --Select--

Ability to write:

Ability to speak:

Save Cancel

Please repeat this step with your ability to write:

Languages

Add Language

Language: English ✓

Ability to read: Fluent ✓

Ability to write: --Select--

Ability to speak:

Save Cancel

And finally with your ability to speak this language:

Add Language

Language: English ✓

Ability to read: Fluent ✓

Ability to write: Fluent ✓

Ability to speak: --Select--

Save Cancel

Once you are done, please press the 'save' button:

Languages

Add Language

Language: ✓

Ability to read: ✓

Ability to write: ✓

Ability to speak:

To add additional languages, please click on the link 'add language' and repeat the process:

Languages

English(Read: **Fluent** / Write: **Fluent** / Speak: **Fluent**) [Edit](#) [Delete](#)

[+ Add Language](#)

Once you have added all your languages, please click on the 'other' tab to move to the next step of your profile creation:

Personal details **Education** **Experience** **Languages** **Other** **Skills** **Attachments**

Other information

Marital status:

How many dependents do you have?

Are any of your close relatives
(father/mother/son/daughter/brother/sister)
employed by the United Nations or one of
its specialized agencies? ☐ Yes ☐ No

VI. Other

The different fields of this section are displayed below and are all mandatory, except the UN index number field which only applies to candidates currently holding a UN staff contract. Please enter all the relevant information and press the 'save' button at the bottom of the page once you are done.

Other Information

Marital Status:
Single
✓

How many dependents do you have?
0
✓

Are any of your close relatives (father/mother/son/daughter/brother/sister) employed by the United Nations or one of its specialized agencies?
☐ Yes
☒ No

UN Index Number:
✓

Are there any limitations on your ability to perform in your prospective field of work? If yes, please give details.
NO
✓

The assignment may require you to travel to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to travel? If yes, please give details.
NO
✓

Permanent Residence

Have you taken up legal permanent residence status in any country other than that of your nationality?
☐ Yes
☒ No

Criminal Record

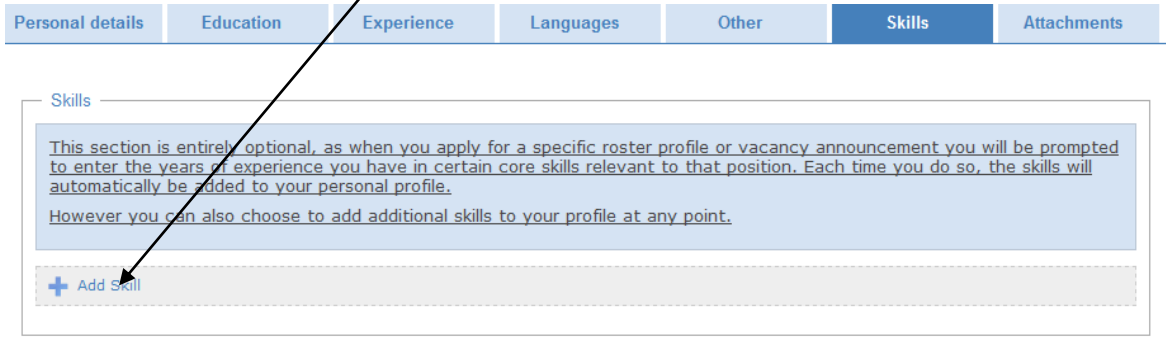
Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)?
☐ Yes
☒ No

Save >>>

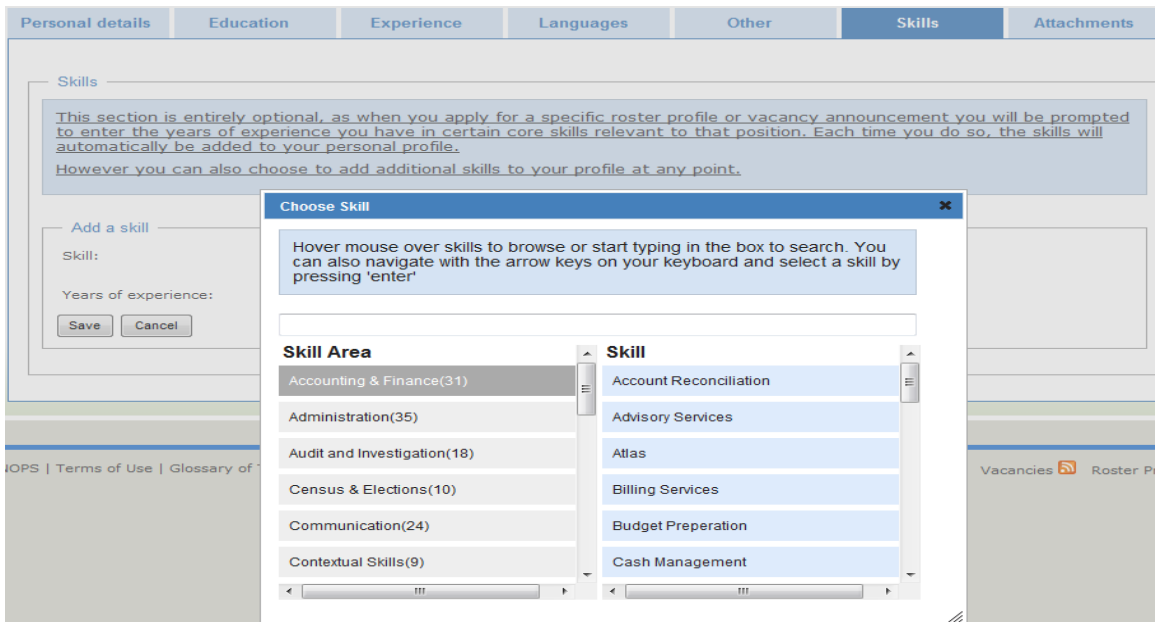
Once you have filled in the section 'other' please click on the save bottom and you moves to the next step of your profile creation 'skills'

VII. Skills

To add a skill please click on the link:



This section is optional and you do not need to enter any skills when first creating a profile. The system is built in a way whereby each time you apply to a position (either a specific vacancy or a generic roster profile) you will be prompted to enter the years of experience you have in skills that are relevant for the position in question. Each time you do so, the skills will automatically be added to your profile.



If you do choose to enter a sample of skills to your profile, you will need to first select the skill area in the left column and then click on the relevant skill within this area in the right column to add it. You can scroll down in each column.

Choose Skill

Hover mouse over skills to browse or start typing in the box to search. You can also navigate with the arrow keys on your keyboard and select a skill by pressing 'enter'

Skill Area	Skill
Accounting & Finance(32)	Account Reconciliation
Administration(37)	Advisory Services
Audit and Investigation(19)	Atlas
Census & Elections(11)	Billing Services
Communication(25)	Budget Preparation
Contextual Skills(7)	Cash Management

Once you have added the skill, you will need to enter the years of experience you have in this specific skill, and then press the 'save' button:

Skills

Add a Skill

Skill: [Choose](#)

Years of experience:

To add additional skills, please click on the link 'add skill' and repeat this process:

Skills

Accounting & Finance - Account Reconciliation (2 years) [Edit](#) [Delete](#)




[+ Add Skill](#)

Personal details	Education	Experience	Languages	Other	Skills	Attachments						
<p>Attachments</p> <p>Here you can find a list of files which you have previously uploaded to your account when applying for a position or creating your profile.</p> <p>You will always be prompted to upload additional files in support of a specific application but you may view or upload more files here at any time.</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Filename</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td colspan="3">No records to display.</td> </tr> </tbody> </table> <div> <input type="text"/> <input type="button" value="Select"/> </div> <p>Maximum allowed file size is 4MB.</p> <input type="button" value="Upload Attachments"/>							Type	Filename	Size	No records to display.		
Type	Filename	Size										
No records to display.												

Once you have entered skills (or left this section blank, since it is optional) please move to the next tab 'attachments'.

VIII. Attachments

This section is optional and you do not need to upload any attachments when first creating a profile. Under attachments you have the option to upload your CV, cover letters, list of publications, certifications, degree transcripts, etc. If you want to delete an attachment please click on the 'X' icon under 'delete'.

Personal details	Education	Experience	Languages	Other	Skills	Attachments								
<p>Attachments</p> <p>Here you can find a list of files which you have previously uploaded to your account when applying for a position or creating your profile.</p> <p>You will always be prompted to upload additional files in support of a specific application but you may view or upload more files here at any time.</p> <p>You also have the possibility to remove files from your profile –deleted files will remain attached to the relevant application but will no longer show under your profile.</p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Type</th> <th>Filename</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>X</td> <td></td> <td>Cover letter.docx</td> <td>12 KB</td> </tr> </tbody> </table> <div> <input type="text"/> <input type="button" value="Select"/> </div> <p>Maximum allowed file size is 4MB.</p> <input type="button" value="Upload Attachments"/>							Delete	Type	Filename	Size	X		Cover letter.docx	12 KB
Delete	Type	Filename	Size											
X		Cover letter.docx	12 KB											

Each time you apply to a vacancy/roster profile, you will be asked whether you wish to upload attachments you added to this section. New files you will in future upload directly to any application will automatically be added to this section in your profile.

[Vacancies](#) | [Roster](#) | [My profile](#) | [My applications](#)

My profile

[Print](#)


Personal details
Education
Experience
Languages
Other
Skills
Attachments

Attachments

Here you can find a list of files which you have previously uploaded to your account when applying for a position or creating your profile.

You will always be prompted to upload additional files in support of a specific application but you may view or upload more files here at any time.

You also have the possibility to remove files from your profile –deleted files will remain attached to the relevant application but will no longer show under your profile.

Delete	Type	Filename	Size
✕		Cover letter.docx	12 KB

Select

Maximum allowed file size is 4MB.

Upload Attachments

Once you have uploaded any attachments (or left this section blank, since it is optional), your profile is complete and you can start applying to openings. At any time, you can go back to your profile and edit or update the information.

IX.Changing your password or e-mail address

If you have forgotten your password, please enter your e-mail address and click ‘forgot password’

[Vacancies](#) | [Roster](#)

Log in

[Login](#)

Please enter your username and password. If you do not have an account yet, you can [register here](#).

Account information

Email: ✓



Password:

☐ Keep me logged in

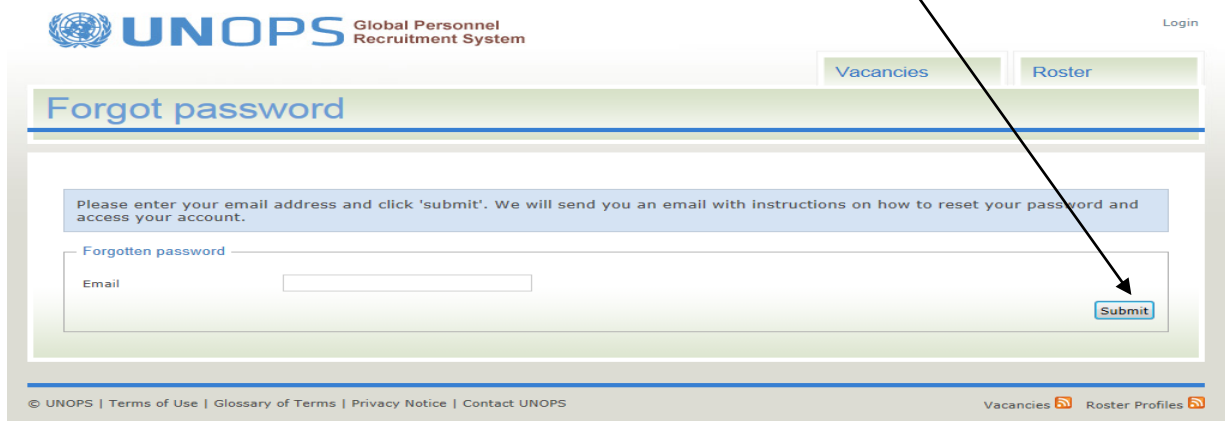
Log In

[Forgot Password](#)

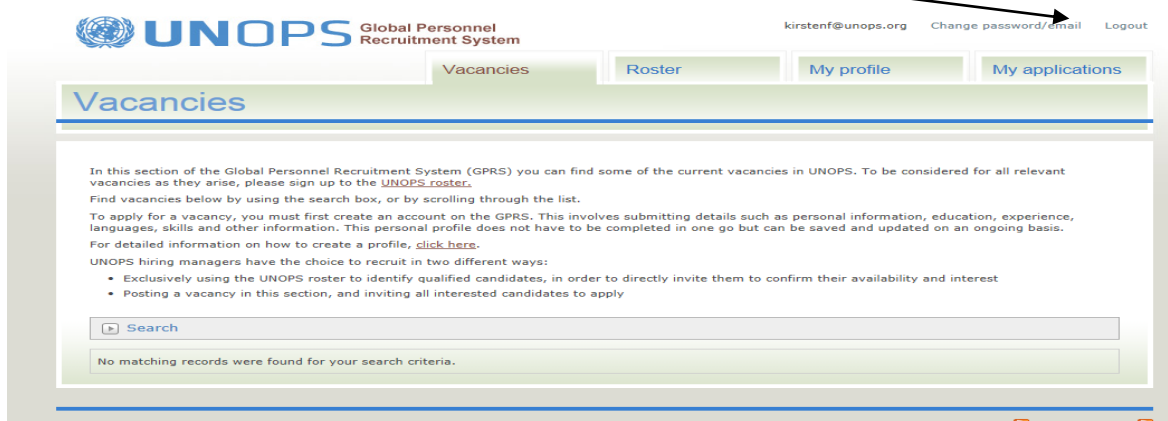
UNOPS | Terms of Use | Glossary of Terms | Privacy Notice | Contact UNOPS

Vacancies  Roster Profiles 

You will then be requested to re- enter your email address and click 'submit'. You will receive an e-mail with guidance on how to reset your password.



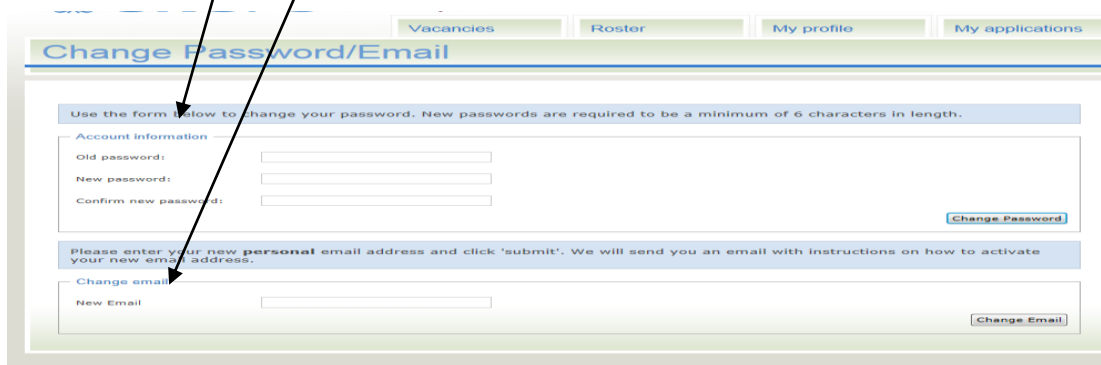
If you want to change your e-mail or your password please log in and click on 'change password/email':



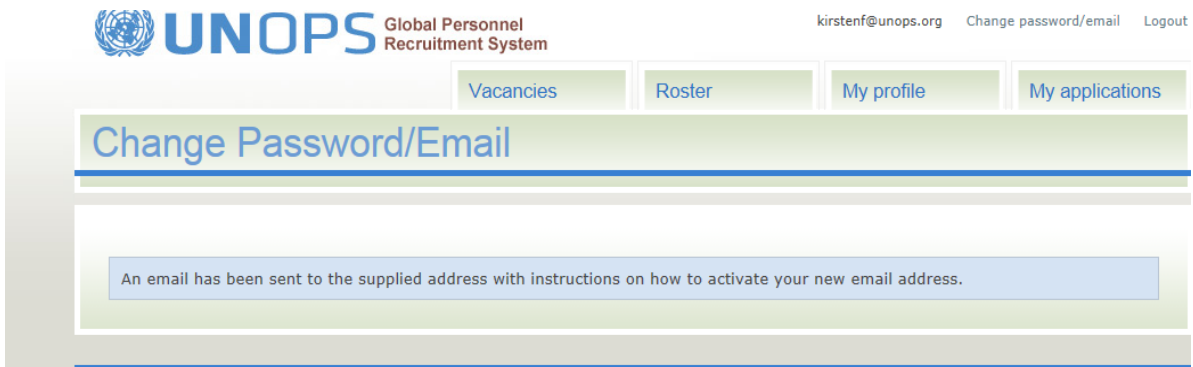
You now have the option to either change your password or your email address.

The section "account information" is to be used when you want to change your password.

The section "Change email" is to be used when you want to change your email.



An email will be sent to the email address you supplied, with instructions on how to activate your password or email address.



UNOPS Global Personnel Recruitment System

kirstenf@unops.org Change password/email Logout

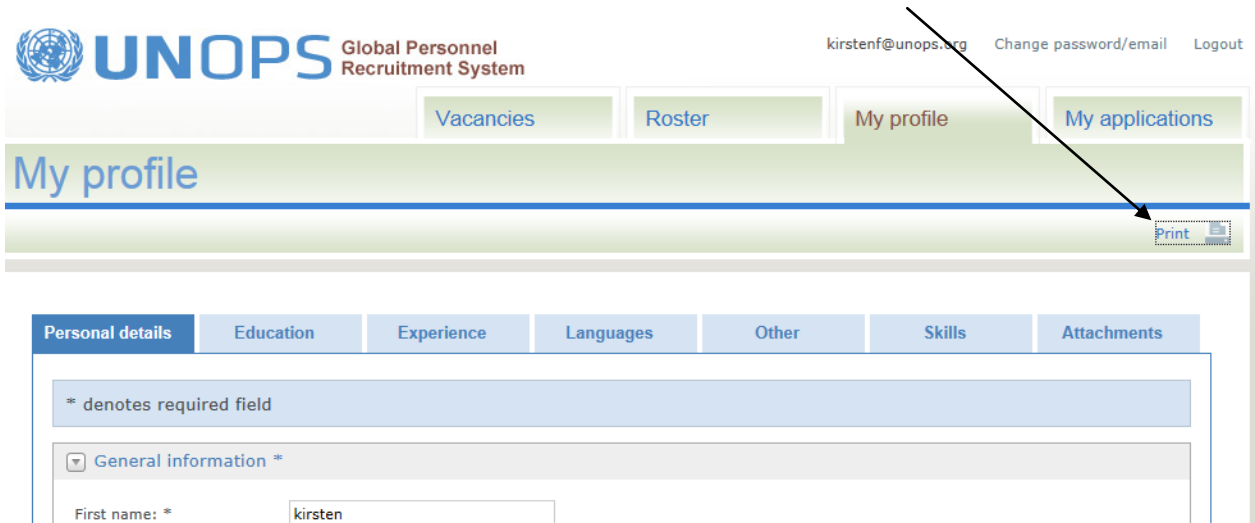
Vacancies Roster My profile My applications

Change Password/Email

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UNOPS Global Personnel Recruitment System

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Personal details Education Experience Languages Other Skills Attachments

* denotes required field

General information *

First name: * kirsten