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Resilient nations.*

Instructions for Applicants

How to Apply to UNDP's eRecruit System

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INSTRUCTIONS FOR APPLICANTS

How to Apply to UNDP's eRecruit System

Overview

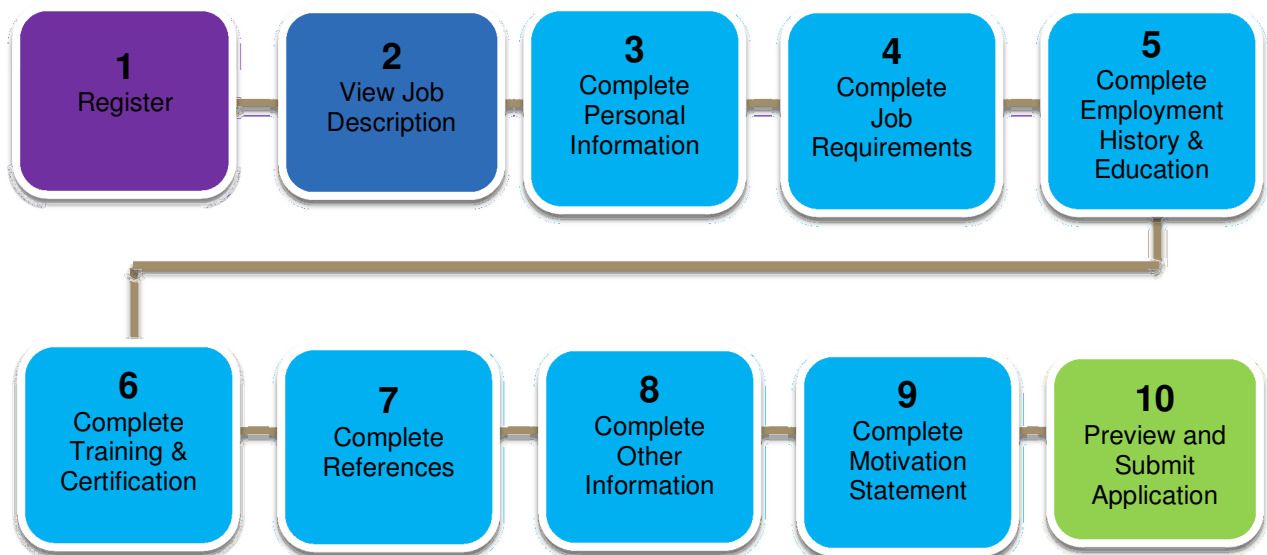
UNDP's eRecruit system allows applicants to create and manage a personal profile and apply to UNDP job postings through the Careers homepage. Applicants are able to:

- Register and create a personal account for future access
- View current job postings at UNDP
- Apply to job postings where minimum qualifications criteria are met
- Complete, maintain and update a Personal Profile specific for each application
- Answer job-related questions
- Submit an application and monitor its status
- Apply for multiple job postings using personal profile details

Access UNDP eRecruit

<https://undpcareers.partneragencies.org/erecruit.html>

Application Process





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All prospective applicants must first register in UNDP's eRecruit system. After registration is complete, a personal account is created for future access.

Instructions

Step 1: Click on the link **New Registration**.

Step 2: Enter new user name (e-mail) and password.

Step 3: Click the **Register** button.

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Register

Enter your new user name and password.

Enter Registration Information

*User Name:

*Password:

*Confirm Password:

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UNDP encourages the use of strong passwords. A combination of numbers and letters and a minimum length of 8 characters is preferable. UNDP is not responsible for unauthorized access to your data, so please choose a user ID and a password that can not easily be guessed by anyone.

Note: If you have previously applied for a UNFPA job, you can NOT use the same profile in UNDP's eRecruit system. Using your UNFPA eRecruit profile with UNDP causes unexpected errors and likely an incomplete application. Applicants that previously applied for UNFPA must create a new profile in UNDP eRecruit.

When using different and newer versions of browsers, application pages or system messages may not always respond or display as expected due to Web browser incompatibility. To address this issue, we highly recommend applicants to use Google Chrome, Safari, Mozilla Firefox or MS Internet Explorer (IE) 9 and 10.

If you continue to have problems, please do not hesitate to [contact](#) our helpdesk.

Quick Tips

- *Fields marked with an asterisk are mandatory.*
- *Enter a valid e-mail address as a username.*
- *Passwords should be a minimum of 8 characters in length and contain a combination of letters and numbers.*

2 View Job Description

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Applicants are invited to view UNDP's current job postings and related job descriptions.

Instructions

Step 1: To begin the application process, click on the **Job Title**.

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Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

To view and apply for UNDP Careers, please use any one of the following recommended browsers: Google Chrome, Safari, Mozilla Firefox or MS Internet Explorer (IE) 9 and 10.

Login

User Name:

Password:

[Forgot User ID Or Password?](#) [Register Now](#)

Job ID	Job Title	Employment Level	Vacancy Type	Regional Bureau	Location	Date	Apply By	Time Left
3042	Security Operations Support	External	Service Contract (SC)	Management	Juba, South Sudan	22/07/2015	05/08/2015	13d 22h 50m
3044	Programme Assistant	External	TA Local	Arab States	Cairo, Egypt	15/07/2015	28/07/2015	5d 22h 50m

Step 2: Review the details displayed in the **Job Description**.

Step 3: To begin the application process for a particular job posting, click the **Apply Now** button.

Step 4: Read the **Terms and Agreement** sections.

Step 5: Select **I Agree** in order to accept the terms and conditions listed.

Step 6: Click the **Continue** button.

Quick Tips

- Candidates are requested to carefully review the minimum requirements for advertised posts before submitting an application. Minimum requirements are indicated in each job posting and may not only be restricted to Degree, Years of Experience and Language skills.

3 Complete Personal Information

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The Personal Information section contains applicant profile information relating to Login, Employee, Name, Address, Personal, Nationality, e-Mail and Phone details. Any changes made to the Personal Information section are automatically updated on all past, present and future applications.

Instructions

Step 1: Complete the required fields in each section.

Step 2: To save the information entered, click the **Save** button.

Step 3: To continue to next section, click the **Continue** button.

The screenshot shows the 'Personal Information' section of the UNDP Career Opportunities application form. At the top, the UNDP logo and 'United Nations Development Programme' are visible. The page title is 'Career Opportunities'. Below the header, a note states '* = Required Information'. The 'Personal Information' section includes a paragraph asking for profile information as printed on a national passport or birth certificate. Below this, there are three main sections: 'Login Information' with fields for 'User Name' (filled with 'hello1234') and 'Password' (with a 'Change Password' link), 'Preferred Method of Contact' (a dropdown menu showing 'Not Specified'), and 'Employee Information' with a text box for 'Index Number' and a note explaining its purpose. At the bottom of the form, there are 'Return to Previous Page', 'Save', and 'Continue' buttons.

Quick Tips

- Fields marked with asterisk (*) are mandatory.
- To add an additional record for a section, use the  button.

4 Complete Job Requirements

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Minimum requirements in UNDP are defined for each job description and include (but not limited to) 1) Language skills 2) Minimum years of experience and 3) Education requirements. Applicants must complete the job requirements section in order to determine eligibility when applying to a job posting.

Instructions

Step 1: Complete **Education History & Experience** section.

Step 2: Add **Language Skills**.

Step 3: Complete the section regarding **UN employment**.

Step 4: Click the **Continue** button.

Step 5: Review the message regarding **Application status**.

Step 6: To continue with the application, click the **Continue** button.

Quick Tips

- Fields marked with asterisk (*) are mandatory.
- To add an additional record for a section, use the  button.

5 Complete Employment History & Education

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The completion of a Personal Profile is required from each applicant when applying to a UNDP job posting. The Personal Profile is organized and displayed using a series of tabs, or sections. Complete the required information in the **Employment History & Education** section.

Instructions

Step 1: Complete the **Work Experience** information.

Step 2: Complete the **Degrees** information.

Step 3: To continue to the next section, click the **Next** button.

The screenshot shows the UNDP Career Opportunities application interface. At the top, it says 'United Nations Development Programme' and 'Career Opportunities'. Below this, it indicates 'You are applying for Programme Assistant' and 'Step 2 of 8'. A row of tabs is visible: 'Job Requirements', 'Employment History & Education' (which is circled in red), 'Training & Certifications', 'References', 'Other Information', and 'Motivation Statement'. Below the tabs, there are two main sections: 'Work Experience' and 'Degrees'. Each section has a message stating 'You have not added any [Work Experience/Degrees] to your new application' and a blue 'Add Work Experience' or 'Add Degrees' button. At the bottom of the form, there are five buttons: 'Exit', 'Save for Later', 'Submit', 'Previous', and 'Next'.

Quick Tips

- Fields marked with asterisk (*) are mandatory.
- Save completed information regularly using the **Save for Later** button.

6 Complete Training & Certification

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Overview

Complete the required information in the **Training & Certifications** section.

Instructions

Step 1: Complete the **Job Training** information.

Step 2: Complete the **Licenses & Certifications** information.

Step 2: Complete the **Memberships** information.

Step 4: To continue to the next section, click the **Next** button.

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You are applying for **Programme Assistant** Step 3 of 8

Job Requirements | Employment History & Education | **Training & Certifications** | References | Other Information | Motivation Statement

Please provide details on Job Training and Certifications which may be of relevance for this application. If applicable, please indicate whether you have passed the Administrative Support Assessment Test (ASAT) or UN Accountability and Finance Exam.

Job Training

You have not added any training information to your application.

[Add Job Training](#)

To add Licenses & Certifications to your application, select the Add Licenses & Certifications hyperlink below.

Licenses & Certifications

You have not added any Licenses & Certifications to your application

[Add Licenses & Certifications](#)

*UNDP Certification Program (if any) ☐ Yes ☐ No

List of publications

Publication Details

To add Memberships to your application, select the Add Memberships hyperlink below.

7 Complete References

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Complete the required information in the **References** section.

Instructions

Step 1: Complete the **References** information (minimum 3 professional references).

Step 2: To continue to the next section, click the **Next** button.

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You are applying for: **Programme Assistant**
Step 1 of 8

Job Requirements | Employment History & Education | Training & Certifications | **References** | Other Information | Motivation Statement

Please provide a minimum of three professional references (not relatives) who can vouch for your professional skills and your ability to take on this role. Please note that the contacts that you provide may only be contacted if you are invited for an interview assessment and not before. You are encouraged to contact your references in advance to make sure they are aware that we may contact them. Please make sure that the e-mail addresses of your references are accurate and up-to-date. Failure to provide accurate references may cause delays in the selection process and/or risk your candidature not being further considered.

References
You have not added any references to your application.

[Add Reference](#)

Exit | Save for Later | Submit | Previous | Next



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Complete the required information in the **Other Information** section.

Instructions

Step 1: Respond to the **Additional Information** questions.

Step 2: To continue to the next section, click the **Next** button.

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You are applying for Programme Assistant [Careers Home](#) | [Logout](#)
Step 5 of 8

[Job Requirements](#) [Employment History & Education](#) [Training & Certifications](#) [References](#) **[Other Information](#)** [Motivation Statement](#)

Please respond to the additional information questions below. For questions concerning family members, please provide details about dependents as well as information regarding relatives and/or family members (father, mother, son, daughter, brother or sister) currently working in the UN Common system.

*Have you any dependents? ☐ Yes ☐ No

*Are any of your family members (spouse/partner, father, mother, brother/sister, son/daughter) employed in the UN common system, including UNDP? ☐ Yes ☐ No

*Do you have any other extended family member (for example cousin, mother-in-law, father-in-law, grandparents etc) in the UN Common System, including UNDP? ☐ Yes ☐ No

*Are you now, or have you ever been, a civil servant employee in your government? ☐ Yes ☐ No

[If you are already a contract staff with the UNDP](#)

9

Complete Motivation Statement

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Complete the required information in the **Motivation Statement** section.

Instructions

Step 1: Complete the **Motivation Statement** information by describing your motivation for applying for this position.

Step 2: All of the sections are now complete. To submit an official application, click the **Submit** button.

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You are applying for **Programme Assistant** Step 6 of 8

Job Requirements | Employment History & Education | Training & Certifications | References | Other Information | **Motivation Statement**

*Please describe your motivation for applying for this position; Briefly explain how your experience, qualifications, skills and competencies match and would be relevant for the position. (Please enter a maximum of 1325 characters)

*Additional Information

Exit Save for Later Submit Previous Next

10 Preview and Submit Application

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In order to submit an official application to a UNDP job posting, the following sections must be completed: **Job Requirements, Employment History & Education, Training & Certifications, References, Other Information** and **Motivation Statement**.

Instructions

Step 1: Review the details displayed in the **Application Preview**.

Step 2: Click the **Continue** button.

Step 3: Complete the **Terms and Agreements** details.

Step 4: To submit an official application, click on the **Submit my Application** button.

Special Note

After an application has been submitted, applicants are able to revise any details included in the Personal Profile sections at any time and up to the closing date of the job posting. Applicants can also view and monitor the status of an existing application.

Quick Tips

- After successfully submitting an application for a job posting, an automatic e-mail confirmation is sent to the applicant.
- An application can only be updated when the recruitment status of the job posting is shown as **Open**.
- If requested during the recruitment process, additional attachments can be added in the **My Career Tools** section in the Careers homepage.