

Applications to the Programme can only be submitted online through the **Online Application System (OAS)** of the UN JPO Programme.

Before starting the application process, please read ALL documents concerning the JPO Programme and its eligibility criteria.

### Registering with the Online Application System (OAS)

To register with the Online Application System (OAS), please click on the link “Apply Here” visible at the publishing page of the vacancy announcement.

It is recommended to use internet browsers such as *Google Chrome*, *Mozilla Firefox* and *Internet Explorer*. For optimal visibility of the web-based form, ensure in advance that your screen resolution is set at a MINIMUM of 1280 x 1024 pixels and your internet browser zoom at a MAXIMUM of 100%.

Once registered, you will receive an automatically generated e-mail message requesting verification/confirmation of your account information. Should you not receive it in your inbox, please check your **JUNK ITEMS** e-mail folder as sometimes messages are forwarded accidentally to it.

Following the verification of your registration, you can log in and enter your profile data: a) personal details, b) contact details, c) family details and d) information on your nationality and residence.

### Creating your online application


Once your profile data section is completed, you can start creating your online application by pressing the “Create Application” button.

### Compiling your online application

Please allow sufficient time to complete your application, bearing in mind that you may stop/start the application process at any time and as often as you wish. Please remember to save before exiting the OAS and to log in with your credentials to re-enter the system to complete your application.

**ALL sections must be completed in English.** Applications completed or partially completed in a different language will be disregarded.

The OAS system allows you to copy and paste text from a Word document using the Copy (Ctrl+C) and Paste (Ctrl+V) keyboard shortcuts. To avoid potential data loss it is strongly recommended to press the

‘**SAVE**’ button  once you have completed each section.

There are seven (7) sections in the online Application Form, as follows:

1. General information

You will be requested to provide information on how you learned about the Programme and which is your preferred field of work.

2. Skills

You will be requested to provide details on your language and computer skills. You may also list any publications, where relevant.

3. University/Higher Education

This section allows you to provide details of your university/higher education studies. Please make sure to include all institutions and clearly list the university degree(s) conferred. You will also be requested to provide information on your university activities, including relevant seminars, specialist courses and final dissertation(s).

4. Schools and training

This section allows you to list any formal training courses that you undertook. Education history information from age 14 onwards must also be included (e.g high school).

5. Employment history

You will be requested to provide details of all relevant work experiences to date, specifying the following items: contract information, description of your duties and achievements, as well as reasons for leaving. Please use a separate record for each position held. You may also include experiences such as voluntary work and internships and part-time positions (specifying the percentage of the workload).

6. Motivation letter

This section allows you to briefly outline your reasons for applying to the position and your motivations. You may also highlight here your strengths and interests.

7. Additional information and Submission

This section requires you to list professional societies of which you are a member, if any, as well as additional information regarding activities in civic, public or international affairs or any fellowships held and/or periods of residence outside the country of your nationality.

### **Submitting your application.**

Before submitting your application, it is advisable to double-check all information entered by clicking on the REVIEW/PRINT button. This will generate the PDF version of your application which you can easily read for a final revision.

Kindly note that once submitted, it is no longer possible to edit your application. The submission will be considered final. After clicking on the 'SUBMIT' button, a PDF version of the application will be automatically generated. You may decide to save this document on your computer or print it. However, please note that the OAS saves automatically a copy of your application in your private space under "My applications" You will be able to print it at a later stage should you need to do so by using the PRINT option.

### **Submitting another application**

Should you decide to submit another application to a different position, you can log in with your credentials in the OAS. Once in your private space, you can hit the button "**Create Application**" and choose the position you wish to apply to. The OAS will automatically open the details of your most recent application submitted for editing, review and further submission as indicated in the above paragraphs.

For additional information, please contact the UN JPO Programme at [tcrecruit@un.org](mailto:tcrecruit@un.org)

### **NOTICE TO APPLICANTS**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS**