

Instructions for Applicants

How to Apply to UNDP's eRecruit System

22 July 2015

INSTRUCTIONS FOR APPLICANTS

How to Apply to UNDP's eRecruit System

Overview

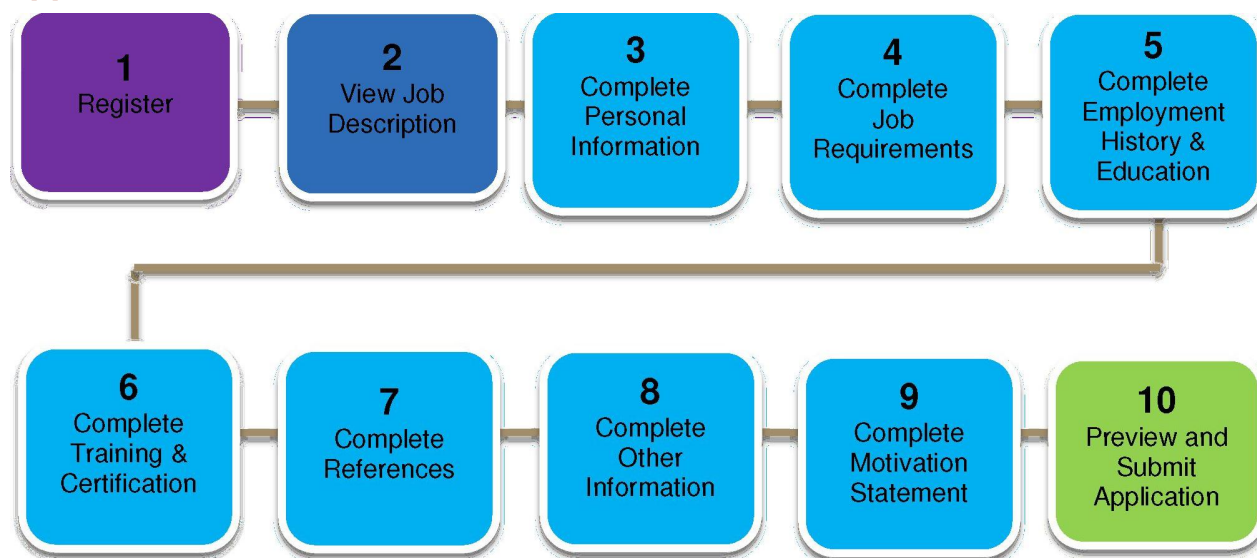
UNDP's eRecruit system allows applicants to create and manage a personal profile and apply to UNDP job postings through the Careers homepage. Applicants are able to:

- 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://www.az.undp.org/content/azerbaijan/en/home/jobs.html>

Application Process





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Overview

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

United Nations Development Programme

Career Opportunities

Enter your new user name and password.

Enter Registration Information

*User Name:

*Password:

*Confirm Password:

[Register](#) [Return to Previous Page](#)

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.

[FAQ](#) | [How to Apply](#) | [Contacts](#)

button.

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.

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Overview

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.

Job ID	Job Title	Eligibility 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.

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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 eRecruit System. The header includes the UNDP logo and the text 'United Nations Development Programme Career Opportunities'. A note indicates that fields marked with an asterisk (*) are required. The form contains several sections: 'Personal Information' with instructions to provide profile information as printed on a passport or ID card; 'Login Information' with fields for User Name (pre-filled with 'hello1234'), Password (with a 'Change Password' link), Preferred Method of Contact (a dropdown menu set to 'Not Specified'), and a 'Contact' field; and 'Employee Information' with instructions about the Index Number and a corresponding input field.

Quick Tips

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

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Overview

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.

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Quick Tips

- Fields marked with asterisk (*) are mandatory.
- To add an additional record for a section, use the +1 button.

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

Overview

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.

United Nations Development Programme

FAQ | How to Apply |
Contacts

Career Opportunities

You are applying
for

Employment
History
& Education

Training
Certification
and

References Other
Information


Motivation
Statement

Please provide
your

Programme Assistant

3rd and education information. Respond only to applicable questions:

I am applying for employment information to your new application.



Degrees to your application, select the Add Degrees hyperlink below.

I am applying for employment information to your new application.

[Add Degrees](#)

[Save for later](#)

[Submit](#)

[Previous](#)

[Next](#)

[Step 2 of 8](#)

[Careers Home](#)

[Log out](#)

Quick Tips

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

Work Experience

You have not added any work experience.

[Add Work Experience](#)

Degrees

You have not added any degrees.

[Add Degree](#)

[Exit](#)

[Save for later](#)

[Submit](#)

[Previous](#)

[Next](#)

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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.

United Nations Development Programme
Career Opportunities

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You are applying for Programme Assistant Careers Home | Logout
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 Accountancy 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.

United Nations Development Programme
Career Opportunities

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Careers Home | Logout

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) to support 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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Overview

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.

The screenshot shows the 'Other Information' section of the UNDP Career Opportunities application form. The page is titled 'United Nations Development Programme Career Opportunities'. The navigation bar includes links for 'Employment History & Education', 'Training & Certifications', 'Other Information', 'Motivation Statement', 'FAQs', 'Rfmr', 'Apply', and 'Contacts'. The current step is 'Step 5 of 8'. The form contains several questions with radio button options for 'Yes' and 'No'. The 'Next' button is circled in red.

United Nations Development Programme
Career Opportunities

FAQs | Rfmr | Apply | Contacts

Employment History & Education Training & Certifications Other Information Motivation Statement

Careers Home | Logout

Step 5 of 8

You are applying for the position of **Programme Assistant**. Please provide additional information regarding your family members. (father, mother, son, daughter, brother or sister) currently working in the UN system.

Job Requirements

spouse/partner, father/mother, brother/sister, son/daughter, employed in the information questions below. For questions concerning family members, please provide details about members as well as information members

*Do you have any other extended family member (for example, grandparent)? ☐ Yes ☐ No

*Are any of your family members (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



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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.

A screenshot of the UNDP Career Opportunities application form. The header shows the UNDP logo and 'Career Opportunities'. The user is applying for 'Programme Assistant'. The form has several tabs: 'Job Requirements', 'Employment History & Education', 'Training & Certifications', 'References', 'Other Information', and 'Motivation Statement'. The 'Motivation Statement' tab is selected and circled in red. Below the tabs, there is a text area for the motivation statement, followed by an 'Additional Information' section with a text input field. At the bottom, there are buttons for 'Exit', 'Save for Later', 'Submit', 'Previous', and 'Next'.

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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.