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EMPLOYMENT OPPORTUNITIES

Applying for Current Vacancies

UNFPA's online application management system, eRecruit, allows you to create a profile that can be updated regularly and submitted for more than one vacancy.

How to Apply

Download the [Step by Step Guide to Applying in the E-Recruit System of UNFPA](#). If you experience repeated technical difficulties, please send an e-mail to recruiting@unfpa.org.

CURRENT VACANCIES >>

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Make sure to read the Step by Step Guide and then click on the link to Current Vacancies. This will bring you into the eRecruit system.

Candidates can review the FAQ before filing an application.



[FAQ](#)

Job Openings

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

User Name:
 Password:

Click here if you forgot your User Name or Password

[Forgot User Name or Password?](#)

Before applying to any of the vacancies, new users must register in the system. Returning users can login using their user name and password.

Current Job Openings

Job Title	Job ID	Closing Date (Midnight GMT)
Chief, Procurement Services Branch, ICS-13, Copenhagen, PSB/DMS-PM	1595	01/08/2011
Secretary, EE	1594	31/07/2011
Roster, Personal Assistant	1593	14/05/2011 299d 0h 39m
Manager, Procurement Services & AccessRH, ICS-12 (P-5) - Roster	1573	19/04/2011 274d 0h 39m

Applicants can browse the vacancies without registering. Just click on the hyperlinks to see the vacancy details.



[FAQ](#)

Register

Enter your new user name and password.

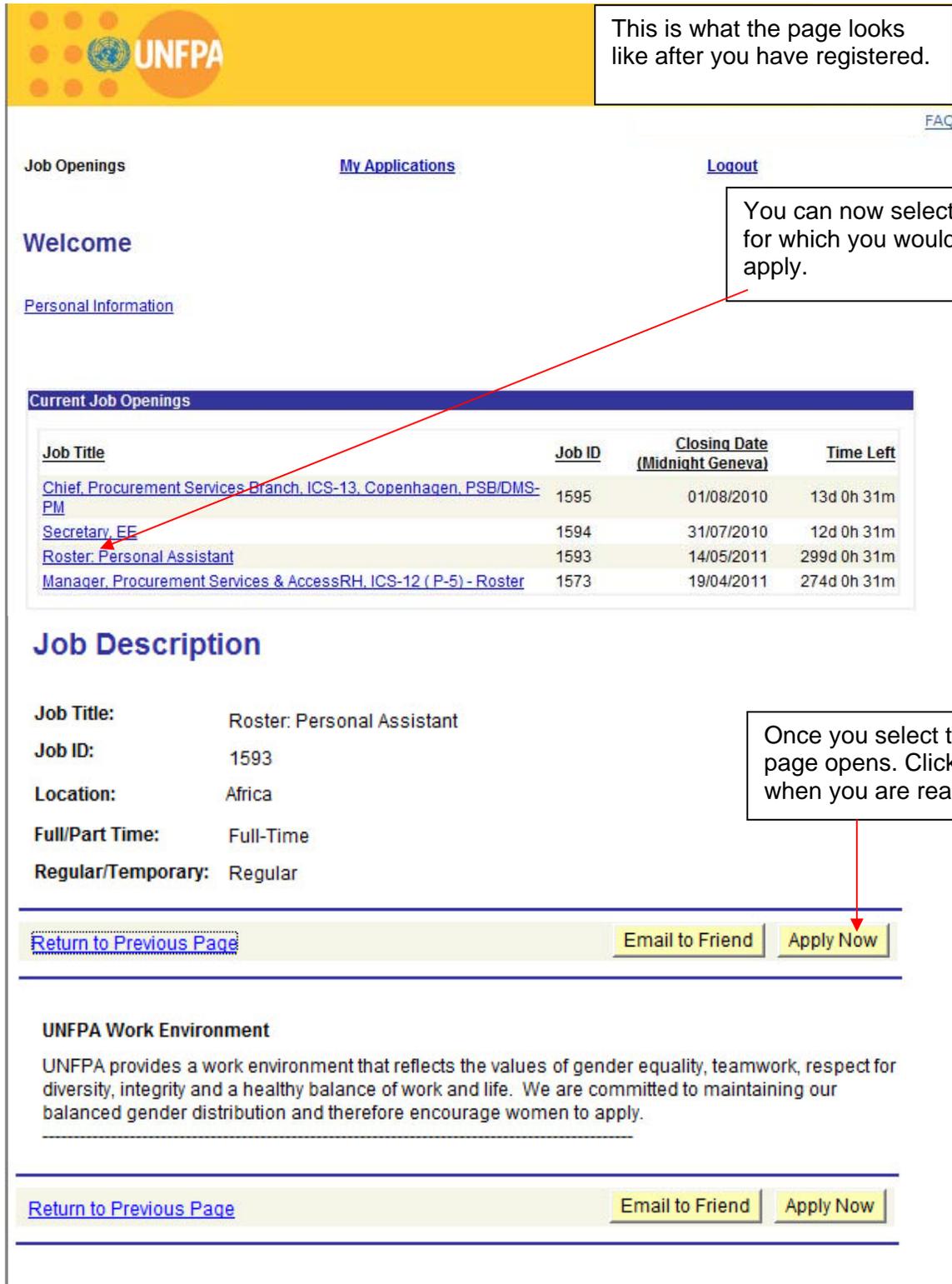
Enter Registration Information

*User Name
 *Password
 *Confirm Password

To register: Enter username and password and repeat the password. Then click 'Register'.

[Return to Previous Page](#)

UNFPA encourages the use of strong passwords. A combination of numbers and letters and a minimum length of 8 characters is preferable. UNFPA 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.



This is what the page looks like after you have registered.

FAQ

Job Openings [My Applications](#) [Logout](#)

Welcome

[Personal Information](#)

Current Job Openings

Job Title	Job ID	Closing Date (Midnight Geneva)	Time Left
Chief, Procurement Services Branch, ICS-13, Copenhagen, PSB/DMS-PM	1595	01/08/2010	13d 0h 31m
Secretary, FE	1594	31/07/2010	12d 0h 31m
Roster, Personal Assistant	1593	14/05/2011	299d 0h 31m
Manager, Procurement Services & AccessRH, ICS-12 (P-5) - Roster	1573	19/04/2011	274d 0h 31m

Job Description

Job Title: Roster, Personal Assistant
 Job ID: 1593
 Location: Africa
 Full/Part Time: Full-Time
 Regular/Temporary: Regular

Once you select the job, a new page opens. Click **Apply Now** when you are ready to apply.

[Return to Previous Page](#) [Email to Friend](#) [Apply Now](#)

UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply.

[Return to Previous Page](#) [Email to Friend](#) [Apply Now](#)

On this page you are asked to confirm that you will complete all parts of the application form. Please note that incomplete applications will not be considered.

Please note:

Application

I have read the information and instructions on how to apply for a job in UNFPA. My application will not be considered if the following sections are not completed in the online form: Work History, Education History, and Languages.

I Agree

[Return to Previous Page](#)

Continue

Please fill in the fields of this page, then click the 'Save' button. Please save regularly.

* = Required Information

Personal Information

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Return to Previous Page](#)

Save

Continue

Login Information

User Name:

Password:

[Change Password](#)

Preferred Method of contact:

Email

Create your profile as appropriate.

Name

Name Prefix:

Ms

*First Name:

Middle Name:

*Last Name:

Address

Country:

United States

Address 1:

Address 2:

Address 3:

City:

New York

State:

New York

Postal:

The application can be edited at any time by clicking in the text fields.

This is a very important button! Each time you complete one of the sections of the application form, make sure you save the information you have entered. **Never exit the application without saving or your inputs will be lost.**

Complete Application

Ilona Lalova
 You are applying for: Roster Personal Assistant

[Exit Application](#) Save

Availability

Desired Start Date:

Motivational Statement

*Please briefly describe your reasons for applying to this job:

Please do not cut and paste your entire CV/Resume. 0/1000 Characters

Work Experience [Remove Work Experience](#)

*Start Date: End Date:

*Employer:

*Ending Job Title:

*Annual Salary (USD) or UN Salary Grade: (For example 10,000, ICS-6, or UNV)

*Number of people supervised:

Country: City:

*Supervisor Name: Phone:

Supervisor Email:

*Reason for Leaving:

Please enter your key duties and achievements:

Here you can enter your Motivation Statement. You will need to enter a new Motivational Statement for each job you apply for.

NOTE: Applicants are required to enter a unique Motivational Statement for each job application.

▼ Work Experience [Remove Work Experience](#)

*Start Date: End Date:

*Employer:

*Ending Job Title:

*Annual Salary (USD) or UN Salary Grade: (For example 10,000, ICS-6, or UN)

*Number of people supervised:

Country: City:

*Supervisor Name: Phone:

Supervisor Email:

*Reason for Leaving:

Please enter your key duties and achievements:

[Add Work Experience](#)

▼ Education

*Highest Education Level:

▼ University or Equivalent [Remove University](#)

Country:

City:

*School:

*Major: Other:

*Degree:

*Start Date: *End Date:

Here you can see the sections of the application form that we are asking you to complete. Click the 'Add Work Experience' link to enter additional work experience. For each of the jobs in your work history, please enter start and end date, employer, job title and city. Then enter the description of your duties.

Add all necessary and relevant information as the reading shows. You can also Remove or Add additional fields by clicking on the hyperlinks to the right of your screen.

[In](#)

Country: [Remove University](#)

City:

School:

Major: Other:

Degree:

Start Date: Graduated [Add University](#)

Exact date not required. Enter approximate date of degree.

▼ Languages

Please include your native language.

Language	Speaking	Reading	Writing	Native	Actions
*Language: <input type="text" value="ENG"/> English	<input type="text" value="High"/>	<input type="text" value="High"/>	<input type="text" value="High"/>	<input type="checkbox"/>	Remove Language Add Language
Language: <input type="text" value="RUS"/> Russian	<input type="text" value="High"/>	<input type="text" value="High"/>	<input type="text" value="High"/>	<input type="checkbox"/>	Remove Language Add Language
Language: <input type="text" value="BUL"/> Bulgarian	<input type="text" value="High"/>	<input type="text" value="High"/>	<input type="text" value="High"/>	<input type="checkbox"/>	Remove Language Add Language
Language: <input type="text" value="SPA"/> Spanish	<input type="text" value="Mode"/>	<input type="text" value="Mode"/>	<input type="text" value="Mode"/>	<input type="checkbox"/>	Remove Language Add Language
Language: <input type="text" value="FRE"/> French	<input type="text" value="Low"/>	<input type="text" value="Low"/>	<input type="text" value="Low"/>	<input type="checkbox"/>	Remove Language Add Language

▼ Activities and Achievements

Please list any relevant publications you have written:

You can also list all your relevant publications, volunteer activities and achievements in these fields

▼ Activities and Achievements

Please list any relevant publications you have written:

0/5000 Characters

Please list your membership in professional societies:

0/5000 Characters

Please list any volunteering outside of your regular work, international experience, and other achievements:

0/5000 Characters

Please answer the questions by clicking in the appropriate fields.

I am not a UN staff member

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)? if yes, please attach details of each case.

Yes

No

Have you any objections to our making inquiries of your present employer?

Yes

No

Are you currently a staff member of UNFPA? (SSAs, SCs and UNV volunteers are not staff members according to UN rules)

I am not a staff member of UNFPA

I am a staff member with a fixed-term or permanent contract

Are you one of the following: (1) a Permanent Resident of the United States, OR (2) a holder of a valid G4 visa, OR (3) a US citizen?

Yes

No

Have you successfully passed the clerical test of the United Nations?

Yes

No

[Exit Application](#)

* = Required Information

Click "submit" when you have completed your application.

To print your application – click on “Ctrl+P” or Right Click your mouse

Review Application

[Return to Previous Page](#)

Ctrl+P or Right Click to Print

Ilona Lalova

You are applying for: Roster: Personal Assistant

IMPORTANT: Please review your application. Click 'Continue' to submit.

Continue

Availability

Desired Start Date: 01/09/2009

Motivational Statement

this is a test

After you click “Submit”, the system will prompt you to review you application. Click “Continue” when done.

Work Experience

Start Date: 04/07/2010

End Date: 20/07/2010

Employer: test

Ending Job Title: test

UN Salary Grade: 2

Staff Supervised: 0

Country:

City:

Supervisor Name: test

Supervisor Email: test

Phone:

Reason for Leaving: test

Key duties and achievements:

Education

Highest Education Level: I-Master's Level Degree

University or Equivalent

Country: Bulgaria

City:

Submit Application

Ilona Lalova

You are applying for: Roster: Personal Assistant

Terms and Agreements

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on this application (or other documents requested by the organization) renders a staff member of the United Nations liable to termination or dismissal.

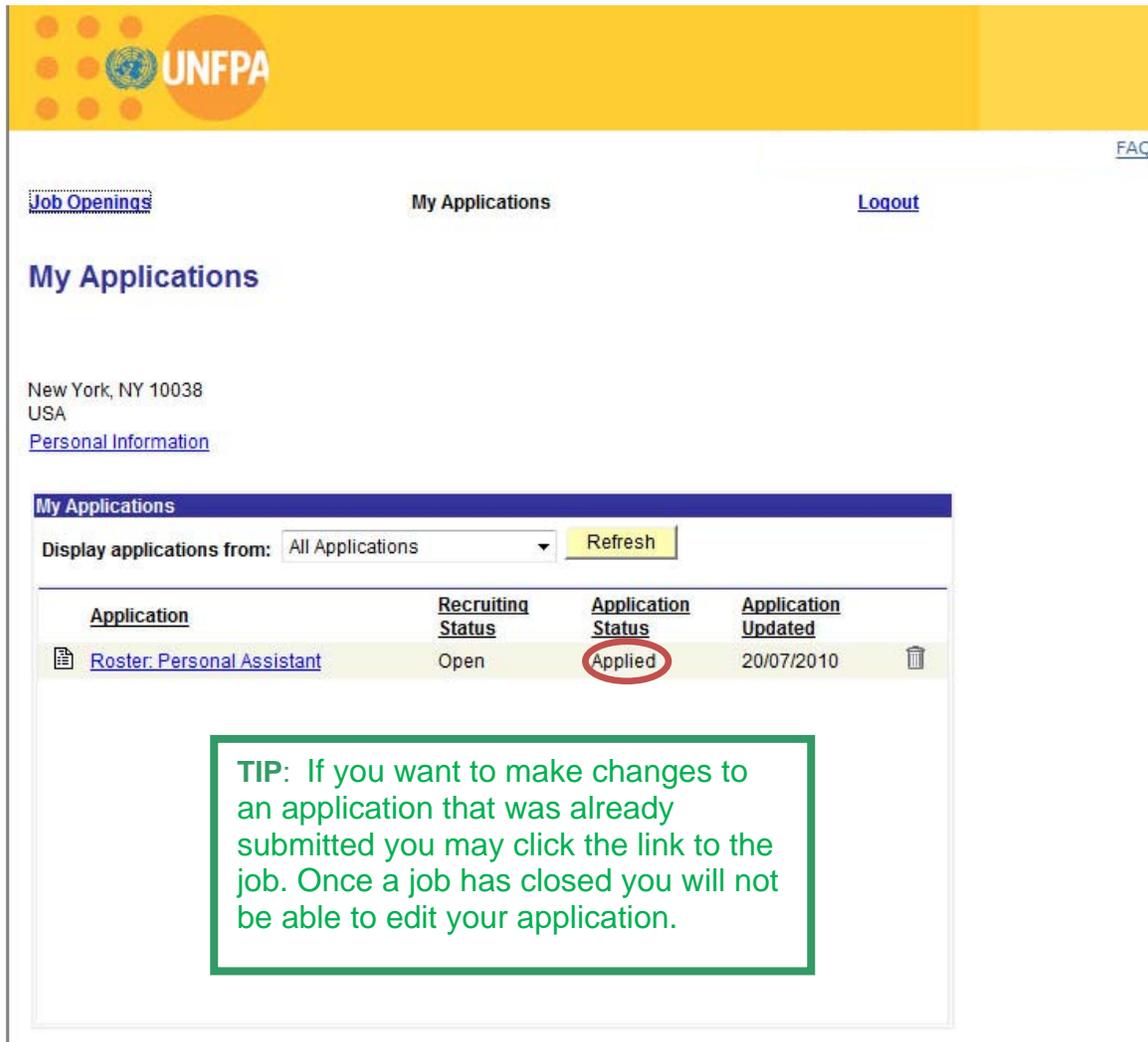
You will be requested to supply documentary evidence which supports the statements you have made above.

I agree to these terms I do not agree to these terms

Submit

[Return to Previous Page](#)

Clicking this button is the equivalent of a signature.



[Job Openings](#) **My Applications** [Logout](#) [FAQ](#)

My Applications

New York, NY 10038
USA
[Personal Information](#)

My Applications

Display applications from: All Applications

<u>Application</u>	<u>Recruiting Status</u>	<u>Application Status</u>	<u>Application Updated</u>
 Roster: Personal Assistant	Open	Applied	20/07/2010 

TIP: If you want to make changes to an application that was already submitted you may click the link to the job. Once a job has closed you will not be able to edit your application.