How to apply

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Duly Station: Geneva, Switzerland

Your application is your passport to a career with the United Nations.
Application process

- Searching for job openings
- Understand the position and location
- Creating a profile and preparing an application
- Submitting a job application

- Evaluation of the application
- Assessment exercise
- Competency-based interview
- Selection notification
- Background checks
This is the new website where one applies directly to UN Secretariat jobs, whether in Geneva, New York or elsewhere. You will find a lot of additional information on the new website. Each UN organization has its own website. Be careful of fraudulent UN job openings and offers.
A World of Development Experience

Put your ideas, experience and expertise to work.

At the United Nations Millennium Summit, the world’s leaders pledged to cut global poverty in half by 2015. The United Nations Development Programme is charged with helping make this happen. We want your help to do it.

As the UN’s global development network, UNDP is at the forefront of today’s development dialogue in championing the poor and debt-entrenched. Our focus is on providing developing countries with knowledge-based consulting services and funding national, regional and global coalitions for change. With a strong history of inclusion and consensus-building, UNDP has earned the trust and partnership of leaders across the developing world.

We are now hiring a new generation of expert practitioners who want to contribute to those partnerships by offering strategic approaches to long-standing problems. We seek individuals who can communicate advice and new ideas across cultures and all strata of society.

Newest Vacancies:
- Archival Records Management Officer (Mumbai) - 24-Apr-2012
- Clearance Officer for OPCW/UNDP - 01 Apr 2012
- External Relations and Advocacy Specialist - 31 Mar 2012
- Consultant for UNDP (Bangkok) - 17 Mar 2012

Upcoming Deadlines:
- Consultant: Gender and Climate Change Finance Specialist (Bangkok) - 20 Sep 2011
- Consultant: Gender and Climate Change Finance Specialist (Bangkok) - 30 Mar 2012
- Consultant: Gender and Climate Change Finance Specialist (Bangkok) - 05 Apr 2012

By location
- Africa (54)
- Asia and the Pacific (79)
- Europe (66)
- Latin America and the Caribbean (52)
- Middle East (45)
- North and South America (43)
- New York (41)
A lot of information is available. You can narrow down your job search.
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How to volunteer

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteering to support peace and development worldwide. Volunteering can transform the pace and nature of development, and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteers globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

Be a volunteer

UNV is inspired by the conviction that volunteerism is a powerful means of engaging people in tackling development challenges worldwide. Everyone can contribute their time, skills and knowledge through volunteer action, and their combined efforts can be a significant force for achieving peace and development.

Volunteering makes important economic and social contributions, contributing to a more cohesive society by building trust and reciprocity among citizens. It can be both challenging
Before preparing your application

- **Understand the position and location**
  - Improves your ability to position yourself to meet the needs of the hiring office
  - Saves time and reduces frustration that results from applying for jobs not suited to your strengths, aspirations and personal circumstances

- **Personal Information**
- **Education and publications**
- **Employment history**
- **Languages**
- **References**
## Employment history

<table>
<thead>
<tr>
<th>Description of Duties</th>
<th>Summary of Achievements</th>
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<tbody>
<tr>
<td><strong>Duties:</strong></td>
<td><strong>Achievements:</strong></td>
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<tr>
<td>- What you did in your job</td>
<td>- How well you did in your job</td>
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<tr>
<td>- Describe your responsibilities with careful attention to the vacancy for which you are applying</td>
<td>- Provide specific examples where you made an impact/contribution in the positions for your Education and Publications</td>
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<td>- Use</td>
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<td>- Current job: present tense</td>
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<tr>
<td>- Past job(s): past tense</td>
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Cover Letter

- Describe how your experience, qualifications and competencies match the specific position

- You can distinguish yourself from other candidates by highlighting what makes you a good match for the position

- Structure
  - Open with a statement of interest
  - Summarize your qualifications, experience and competencies relating to the specific positions
  - Close with a brief recapitulation

- Make it impressive and customize it
Gracias
Merci
شكراً
谢谢
Thank you
Спасибо