Your job application with UNIFIL

All job openings in UNIFIL are published on the United Nations Careers Portal https://careers.un.org.

When you apply for a position, you have to submit an application using the UN online recruitment system https://inspira.un.org

1. <u>Creating a profile and preparing an application</u>

A job application is made up of a profile section (My Profile), and an application form that includes a cover letter, all of which should be prepared online on https://inspira.un.org (attached resumes are not accepted).

When you fill out the information online, you should make sure to click "Save" after each section before exiting the page. Also, be aware that the session times out after 60 minutes of inactivity.

In order to prepare an application, you must:

1. Register on this website (https://inspira.un.org). After you have registered you will be welcomed to your Careers Home page, which is where you will fill out and manage your profile, application form and all information relating to your application(s).

2. Create a user profile (My Profile). The information in My Profile includes your name, nationality, contact information and marital status. You can make changes, such as updating your phone number or family status, to My Profile at any time and the information will be automatically updated on all job applications you have already submitted.

3. After you have registered and completed My Profile, you can create one or several job applications. The application form is the part of your application that has information about your education, present and past jobs, experiences, skills etc. You can start preparing an application form without immediately applying for a job by clicking "Create Draft Application".

4. After you have entered the data, you click "Save" to save the data without submitting. You can prepare, access, edit and save one or more fully, or partially completed application forms without applying for a job right away.

Once you have identified a job opening of interest, it is recommended that you update the application to highlight important facts relevant to the job you are applying for. It is also important to accurately complete and update all the information as it serves as a basis for evaluating your eligibility and suitability for a job opening.

After you have prepared the application and after you have identified the job opening for which you want to apply, you should write a cover letter in the section called Cover Letter and Additional Info.

2. Submitting a job application

If you want to apply for a specific job opening after you have filled out your application - click "Add job to application". Depending on the job you are applying to you may get a set of questions, which are yes/no questions.

After the job application is complete, you submit your application by "clicking Submit".

UNIFIL does not accept a resume as an attached document and it is neither considered a substitute nor a complementary document to a completed online application. If any additional information or documentation is required, you will be requested to submit it in the course of the application process.

If you have submitted your job application successfully, you will promptly receive an automated acknowledgment by e-mail. Also, note that once an application has been submitted it cannot be changed for that specific job opening. And, once you withdrawn an application for a specific job opening, you can not reapply for the same job opening.

Each application you have prepared, and the list of job openings to which you have applied, along with the application status, is displayed in the "My Career Tools page", which can be found in your "Careers Home page".

All applications you have submitted are listed under My Applications page with the status i.e. "Applied", "Under consideration".

3. Evaluation of the application

Your application will be primarily evaluated by the Hiring Manager in terms of experience, education and skills.

Only if it is determined that you meet most or all of the requirements you will be contacted to undergo an assessment i.e. a knowledge-based test or another type of simulation exercise.

4. Assessment test/exercise

The assessment exercise could be either a written test or any other type of simulation exercise or case study. These assessment exercises are conducted in strict confidence and you will be informed in advance of the time, type and length of the assessment.

If, based on the result of the assessment, you are short-listed for a competency-based interview, you will be informed accordingly.

If you are not short-listed for the competency-based interview, you will be informed at the appropriate time.

5. Competency-based interview

The competency-based interview will take place in person. You will be notified in advance of the time, duration and means and/or place of the interview as well as of the names of the interview panel members.

During the interview, the interview panel will learn more about your combination of skills, attributes and behaviour that are directly related to your successful performance on the job.

6. <u>Selection notification</u>

A pool of qualified candidates can be recommended for selection following the outcome of the various assessment stages.

All Recommendations for selection for position for appointment for one (1) year or longer are then evaluated by an independent review body, composed of staff and management representatives, to ensure that the applicable procedures were followed correctly.

After the review body has endorsed the recommended candidates, a selection decision is made by the Head of Mission usually for one individual, or if several positions are available, for the corresponding number of vacancies.

You will be notified if you are the selected candidate for the job.

If you were in the group/pool of candidates recommended for the job opening but were not selected, you will be placed on the roster for seven (7) years for similar functions at the level and category of the job opening for possible future recommendation for selection.

As a roster member, you will be notified when new job openings with the same job title, level, category and job family for which you have been rostered are advertised.

If you are not included in the pool of candidates recommended for selection, you will be notified accordingly and at the appropriate time.

7. <u>Understanding Roster Management</u>

A roster is a pool of candidates who have already been vetted as viable candidates through the application process and who are ready for immediate recommendation for selection.

If you have been informed of your inclusion in the roster, you can potentially be recommended for selection for an upcoming job opening without having to undergo the entire application process.

Important Notes and Tips for Completing the Application

Here are some tips for effectively completing an application:

- Take the effort to understand the requirements of the job opening that you are applying for and update your application accordingly, prior to applying for the job opening.

- Fill out all the information requested in the application.

- Complete dates (day, month and year) as needed. For each job you list under Work Experience, include the date you started and the date your employment ended.

- You must meet all the requirements in the job opening as of the posting date.

- Be sure that the information you enter for each job you have held is accurate.

- List each job held separately, do not just list one job if you have actually held different jobs with the same employer.

- Indicate any supervisory experience, now or in the past. Describe your supervisory duties, if any, and include the number and type of personnel you have supervised.

- Provide a complete and accurate description of your duties. Describe the duties you have performed that are relevant to that job.

- If you have experience that is required for a position, be sure to include that in your application.

- Be careful when using jargon, buzzwords and lingo familiar only to people in a specific field. These words/phrases should be clearly defined so anyone reading your application can understand them.