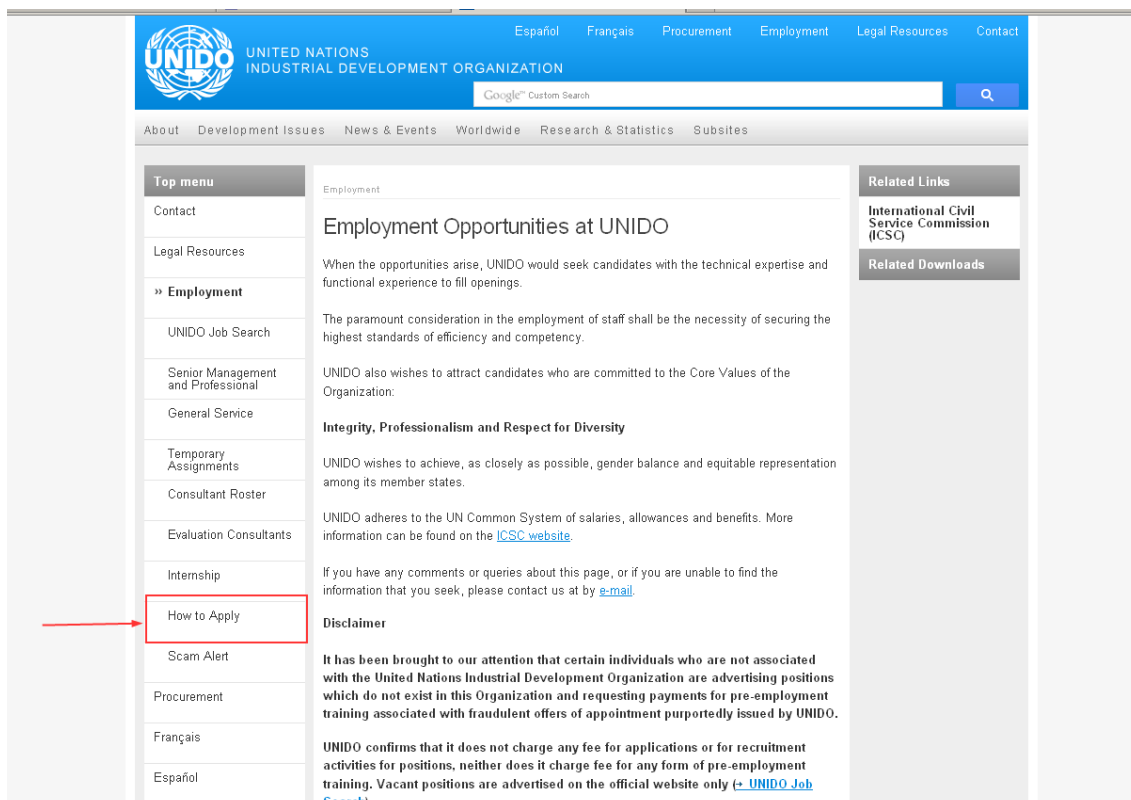



In order to apply for an advertised position using an existing candidate profile, please follow these steps:



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Employment > How to Apply

## Career Opportunities at UNIDO

**Step 1.** For new users, please create an account: [REGISTER HERE.](#)  
 For existing users, please [LOG IN HERE.](#)

**Step 2.** Once registered, you will receive an automatically generated e-mail requesting you to confirm your e-mail address.  
**NOTE:** *In case you forget your username or password, the information will be sent to the registered e-mail address.*

**Step 3.** Having confirmed your e-mail address, please log in to your personal account and create your Candidate Profile.  
**NOTE:** *The candidate profile is stored in the system for a period of 24 months, from the last access, i.e. if the account is not used for a period of two years, it will be removed from the system.*

**Step 4.** You may opt to lock your Candidate Profile, in which case it will be considered only for the vacancies for which you have specifically applied. If you decide to leave your profile unlocked, it will be reviewed by UNIDO Recruiters for inclusion in the UNIDO Talent Pool. Should a suitable vacancy appear at UNIDO for which you possess the required qualifications, you will receive an invitation to apply.

**Step 5.** → [Search](#) the open vacancies and submit your application for the vacancy announcement for which you qualify.

**Step 6.** You may also wish to create a UNIDO Job Agent – a facility which enables you to customize your search to suit your qualifications and preferences. By activating a Job Agent, you will be automatically notified by e-mail of the job postings matching your established search criteria.

**Enter login details here.**



Welcome to UNIDO's  
 Employment Opportunities Page

[Register here](#)  
 User: \*   
 Password: \*   
 Accessibility  
  
[Change Password](#) [Password Forgotten](#)

**then click here to proceed with your login**

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Your existing candidate profile opens. Please select the 'Employment Opportunities' tab:

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Candidate Profile **Employment Opportunities**

My Profile | Personal Settings | Change User Name | Delete Registration

### My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Qualifications 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

Previous step Next Step

Enter your first name and last name as per your international passport (use English alphabet)

Click 'Start' to initiate an unrestricted search or enter search criteria to restrict your search:

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Candidate Profile **Employment Opportunities**

Job Search | Application via Reference Code | Favorites | My Applications | Job Agents

### Job Search

UNIDO is constantly looking for talented and motivated new employees who can contribute to the success of the Organization. Take a look at our employment opportunities. You can restrict the search results by specifying search criteria.

**Start** Reset Save Search Query Delete Search Query Save as Job Agent

You can save your search criteria for later use

Search Query: -- No search query saved --

**Full Text Search**

Keywords:

Search Method: With at least one of the words

**Search Criteria for Employment Opportunities**

Functional Area: <All> -----Not specified----- Administration and office support Archiving, information, library Building management

Country: <All> Afghanistan Albania Albania

Contract Type: <All> Fixed Term (100 series) Fixed Term (200 series) Individual Service Agreement Internship

Hierarchy Level: <All> AE D1 D2

View the job posting by clicking on the Functional Title. In order to proceed with an application select the respective job posting by clicking the little grey square in front of the respective row and the clicking the “Apply” button:

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Candidate Profile | **Employment Opportunities**

Job Search | Application via Reference Code | Favorites | My Applications | Job Agents

### Job Search

Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard. Choose "Create Favorite" to add the job posting to your list of favorites. You can also change your entry and restart the search.

[Return to Search](#)

Search Criteria

The search was not restricted

Search Result: 4 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
<a href="#">National Cluster Development Agent (Burkina Faso)</a>	Environment		17.09.2012	23.07.2012	<input type="checkbox"/>	
<a href="#">National Cluster Development Agent (Burkina Faso)</a>	Environment		17.09.2012	23.07.2012	<input type="checkbox"/>	
<a href="#">National Project Coordinator (Burkina Faso)</a>	Programme Management		15.08.2012	09.07.2012	<input type="checkbox"/>	
<a href="#">Project Clerk - temporary assistance pool</a>	Administration and office support			17.05.2012	<input type="checkbox"/>	17.04.2012

[Apply](#) [Add Favorite](#) [Save Search Query](#) [Tell a Friend](#)

[Return to Search](#)

**These buttons will be activated once a position has been selected (by clicking the little grey square in front of the respective row).**

Select “Continue”:

**Application Wizard**

Welcome,

Would you like to apply for another employment opportunity? You can also use for this application the resume information that you entered for the previous application. Continue with the application wizard to check your resume again or add further details.

[Continue](#)

[Display Job Posting "National Project Coordinator \(Burkina Faso\)"](#)

**You can also display the job posting/vacancy announcement from here.**

The application wizard will take you further. Simply follow the steps and fill in all mandatory fields (data from your candidate profile would already be included, but additional information may be required).

**Application Wizard**

1 Personal Data | 2 Education/Training | 3 Work Experience | 4 Preferences | 5 Attachments | 6 Qualifications | 7 Cover Letter | 8 Complete Application | 9 Completed

[Previous step](#) [Next Step](#)

Enter your first name and last name as per your international passport (use English alphabet)

After having completed all the required steps and having reviewed your application, select “Send Application Now”:

**Application Wizard** [Display Job](#)

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Qualifications 7 Cover Letter **8 Complete Application** 9 Completed

◀ Previous step

You can now submit your application.

I want to release my profile in order to be considered for other employment opportunities.  
For this purpose, UNIDO recruiters can access my data.

I certify that the statements made by me and the attached documentation are true, complete and correct to the best of my knowledge and belief.

**Send Application Now**

View the status of your application or review an application submitted earlier or withdraw an application:

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION [Log off](#)

Candidate Profile Employment Opportunities **My Applications** Job Agents

**My Applications**

These are your previous applications. You can see the status of these applications and withdraw your applications in process.

Number of Applications: 3

Job Posting	Application from	Status
Finance Clerk - temporary assistance pool	15.03.2012	In Process
Project Clerk - temporary assistance pool	17.04.2012	In Process
National Project Coordinator (Burkina Faso)		Draft

**You can view the status of your application under "My applications". In order to continue with a draft application (only possible before the deadline for the receipt of applications) or to display an application submitted, select "Continue/Display Application". You could also withdraw your application using the "withdraw" button after the selecting the respective row.**

Continue/Display Application Withdraw [Refresh](#)

Do not forget to logoff when you have completed your review/submission of application.