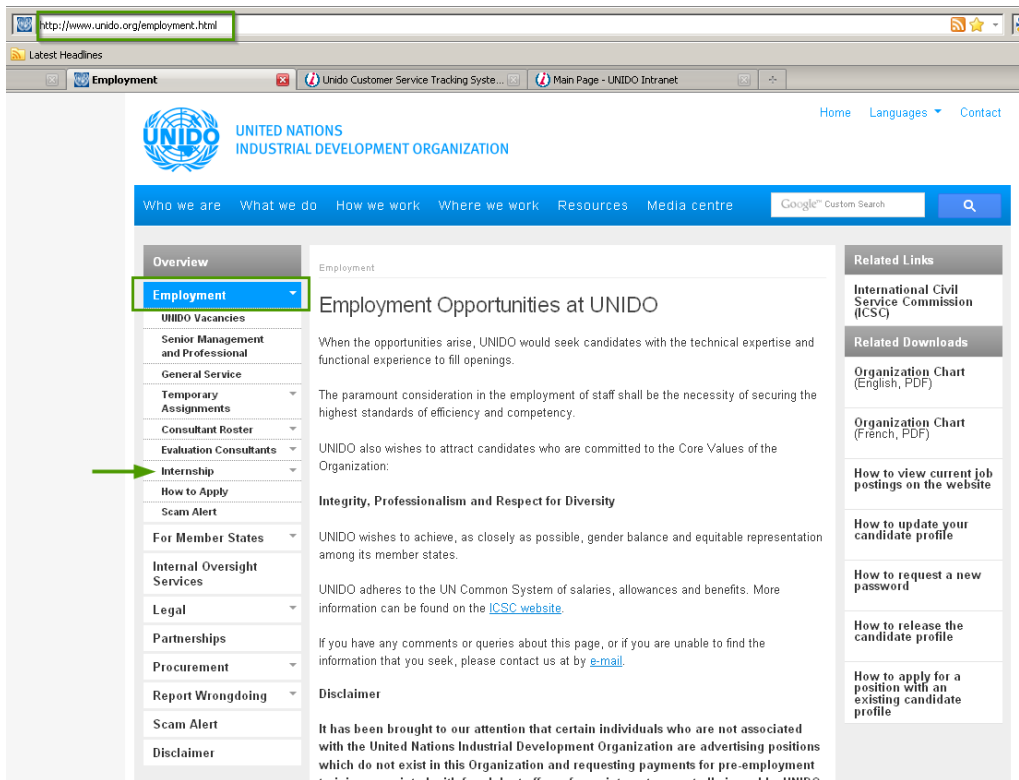


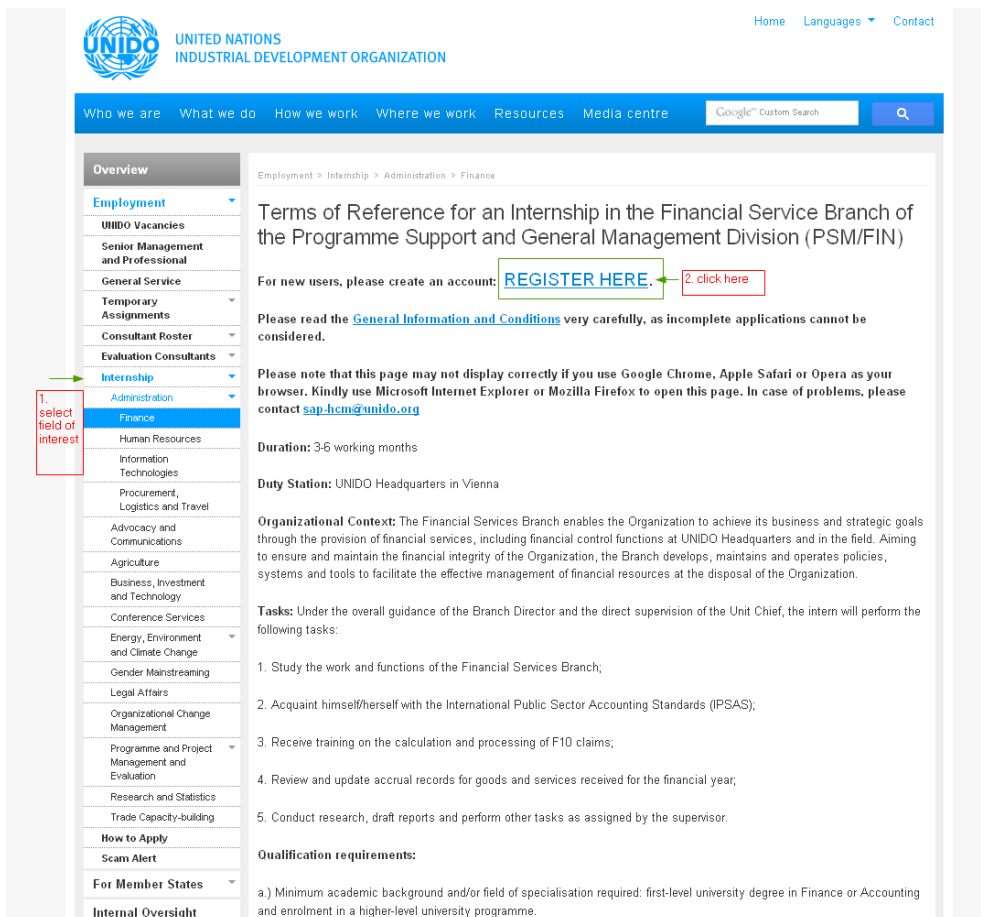
How to link an existing profile to an application group (e.g. Internship):

1. Go to the UNIDO website – Employment opportunities at UNIDO:
www.unido.org/employment



The screenshot shows the UNIDO website's 'Employment Opportunities at UNIDO' page. The left sidebar contains a navigation menu with 'Employment' highlighted. Under 'Employment', the 'Internship' sub-item is selected. The main content area features the title 'Employment Opportunities at UNIDO' and a list of related links and downloads, including 'International Civil Service Commission (ICSC)', 'Organization Chart (English, PDF)', and 'Organization Chart (French, PDF)'. A green arrow points to the 'Internship' sub-item in the sidebar.

2. Select Internship from the menu on the left side, then select your area of interest:



The screenshot shows the UNIDO website's 'Terms of Reference for an Internship in the Financial Service Branch of the Programme Support and General Management Division (PSM/FIN)' page. The left sidebar contains a navigation menu with 'Internship' highlighted. Under 'Internship', the 'Finance' sub-item is selected. The main content area features the title 'Terms of Reference for an Internship in the Financial Service Branch of the Programme Support and General Management Division (PSM/FIN)' and a list of related links and downloads, including 'REGISTER HERE'. A red box highlights the 'Finance' sub-item in the sidebar, and a red box highlights the 'REGISTER HERE' link in the main content area.

- Click “Register here” (even if you already have an existing profile) – this opens the application wizard:

Application Wizard INTERNSHIP - Business, Investment and Technology

You can apply for the employment opportunity directly on the following pages. As you are sending your resume together with the application cover letter, you should first check if your information is complete and up-to-date. The application wizard will guide you through all steps. Otherwise you can create your application cover letter directly.

Have you already registered with us?
 If you are registered, you can also use for this application the data you already entered. You can use the following link to log on directly to the application wizard. The application wizard supports you in the application process.
[Application Wizard](#) If you have already created a candidate profile before, click Application Wizard to access your existing profile.

Is this your first visit to our career pages?
 To be able to submit an application for this job, please enter the following information:

First Name:
 Second Name:
 Last Name:
 User Name:
 Password:
 Repeat Password:
 E-Mail:

⚠ Make sure that the specified e-mail address is correct. It will be used to contact you, including cases when you forget your password.

Repeat E-Mail:

Please accept the data privacy statement so that you can create your application. You will then receive an e-mail from us to confirm your e-mail address. In this way, you can complete your registration and submit your application.
[Data Privacy Statement](#)

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. I understand that any misrepresentation or omission disqualifies the candidate from further selection.

Yes, I certify.

Logon

[Register here](#)

User *
 Password *

[Change Password](#) [Password Forgotten](#)

enter the user name and password you assigned during the earlier registration process

In case you forgot your login details, simply select "Password Forgotten" and the system can send you a temporary password (you just need to know which e-mail address you used during the registration process)

Application Wizard Close

INTERNSHIP - Finance

Welcome, [username]!

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.

- Click “continue” and follow the steps of the application wizard:

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

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.

Follow the steps in the application wizard. Make sure to complete all mandatory fields. Do not forget to attach your educational diplomas and/or confirmation of registration/enrollment in an advanced university degree programme.

- Once your application is complete click “Send Application now”.

NOTE: If your application has been successfully submitted you will immediately receive a confirmation of receipt.