# HOW TO REGISTER/APPLY USING UNICEF's E-RECRUITMENT SYSTEM

- Verify that you are using **Microsoft Internet Explorer**. It is best if you use a computer with that application rather than a different web browser (Mozilla Firefox, Opera, Chrome, Safari - Mac computer) because you will not be able to get the optimized version of the system and accessibility issues have been reported.

- Please disable the **pop-up blocker** on your browser because it prevents windows such as the Vacancy Announcement and the Application Wizard from opening. Instructions on how to turn off the pop-up blocker:
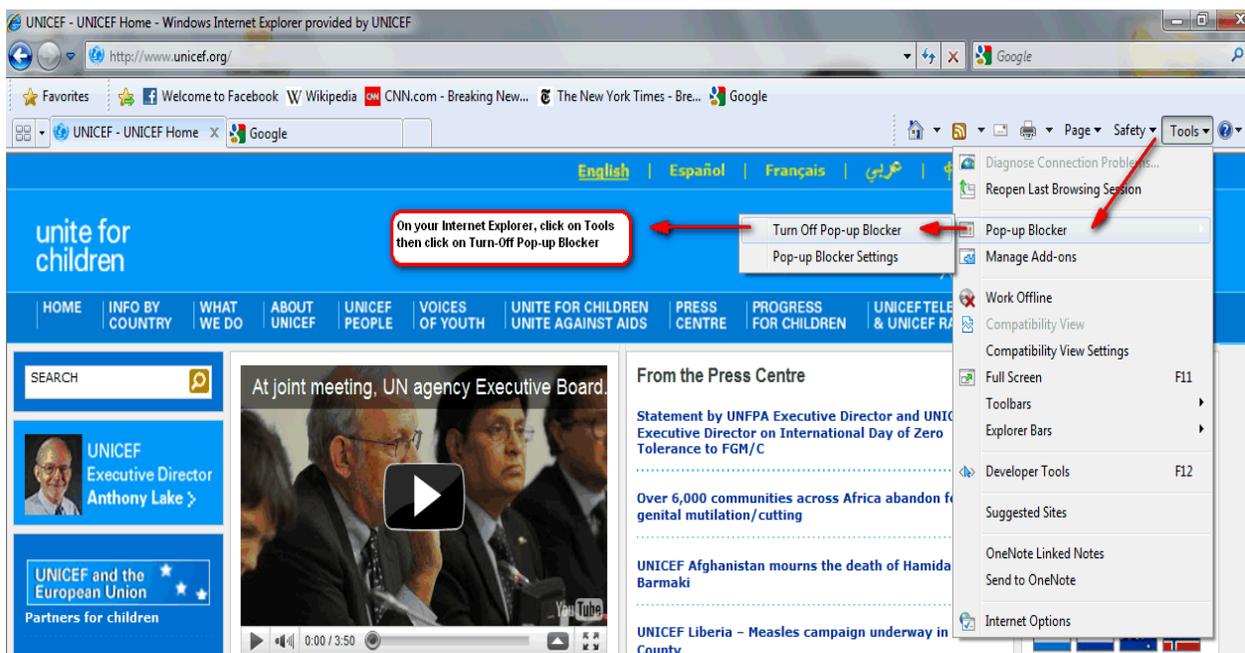


- Once you have checked all of the settings in your computer, follow these instructions below:

1) Go to http://www.unicef.org/about/employ/index.php

2) On the Job Seekers screen, click on Register/Logon to e-Recruitment (for external candidates)

3) On the Logon page, enter your User ID

4) Enter your password

NOTE: If you forget your password, please click on "Password Forgotten" link, it should take you to another screen where you can enter your user ID and email address. Please wait for 30 minutes and close all of your browser windows before going back into the system because after 30 minutes the system will reset itself and you will receive an email from *donotreply@unicef.org* that contains your temporary password. Please note that you can copy and paste the temporary password from the letter that you will receive into the password field. Your new password should be eight characters in length, with letter, numbers and special characters (such as: !, $, etc)

5) Click Log On and this should take you to the Overview screen of your External Candidate page.

6) Click Employment Opportunities tab, go to Job Search and click on Start search button without selecting any criteria to see all of the vacancies or use a reference number

7) Once you see the position that you wish to apply to from the search results screen, **click the blue box beside the position title** (this should highlight the position)

8) Once you have found the position, click "**Apply**" button and go through the Application Wizard screen.

9) In the Cover Letter tab (7) of the Application Wizard, we recommend that you draft your covering/motivation letter outside of e-Recruitment - in a word document for instance – as the system times out after a period of inactivity. You can then **copy and paste** the content of you letter into the e-Recruitment field using the following keyboard commands: keys Ctrl + C to copy and keys Ctrl + V to paste the letter in e-Recruitment.

10) Once you complete your application and cover letter, at the last tab, click on "**Send Application**" button. You should receive an acknowledgement letter generated by the system if your application went through successfully. Please note that once you complete your application, the status should be "In Process" and you should receive an email from the system confirming that your application was received.

Start | Reset

**Enter the reference number and click start**

**Full Text Search**
Keywords: E-VN-2011-000056
Search Method: With at least one of the words

**Search Criteria for Employment Opportunities**
Functional Area:

Administrative Management
Advisers/Senior Advisers/Special Advisers
Child Protection
Communication (External Relations)

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**Full Text Search**

Full Text Search in All Languages          E-VN-2011-000056

**Click on the underlined position to open the description**

**Search Results**

| Job Posting | Functional Area |
|---|---|
| Chief Media Relations, P-5, New York | Communication (External Relations) |

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*Chief Media Relations, P-5, New York*

You can apply for the selected job posting or go back to the search results.

Apply | Print Preview
Tell a Friend

**A new window opens with the description. Click on Apply to log in and to launch the Application Wizard which will walk you through the Application process.**

If you are a committed, creative professional and are passionate about making children's rights organization would like to hear from you.

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**Application Wizard**          Display Job Posting "Planning, Monitoring & Evaluation

1 Education/Training   2 Work Experience   3 Competencies   4 Preferences   5 Attachments   6 Additional Data   7 Cover Letter   8 Send Application   9 Completed

◄ Previous step | Send Application

**Your application is now ready to be submitted.**

Thank you for applying for one of our employment opportunities. Your application will be reviewed and you will be contacted if additional information is required or if you are considered

By clicking the "Send Application" button, you certify that the statements made by you are true, complete and correct to the best of your kno
Clicking "Send Application" confirms that you understand that any misrepresentation or material omission made in your profile renders you ineligible for hire or liable to termination o
Data Privacy Statement

☑ I would like to release my profile so that my data can be considered for other job opportunities as well.

☑ Yes, I have read the Data Privacy Statement and I accept it.

**Once you've reviewed your profile and completed your Cover Letter, please be sure to click on either of the Send Application button to submit your application. If you do not complete this step, your Application will remain in Draft Status.**

◄ Previous step | Send Application | Close

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