

**\*The recommended browsers are Internet Explorer, Firefox, Google Chrome and Safari.**

**\*We recommend you to clear browser history and review [FAQ](#) before you apply.**

**\*If you experience repeated technical difficulties, please send an email to [recruiting@unfpa.org](mailto:recruiting@unfpa.org)**

**\*Resumes sent directly to [recruiting@unfpa.org](mailto:recruiting@unfpa.org) will not be considered.**

## Step by Step Guide to Applying

1. [Registration](#)
2. [Apply for Jobs](#)
3. [Forgot User Name and Password](#)
4. [Check Application Status and Recruiting Status](#)
5. [Set up Job Search and Job Alert](#)

## 1. Registration

New users must register in the eRecruit system first.

- 1) Please visit <https://erecruit.partneragencies.org/>
- 2) Click the link “Click here to Register”.



[Step by Step Guide to Applying](#) | [FAQ](#)

### Job Openings

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

*The recommended browsers are Internet Explorer, Firefox, Google Chrome and Safari.  
For additional questions regarding the application process, please review [application guide](#)*

User Name:   
Password:

[Forgot User Name or Password?](#)

Before applying to any of the vacancies, **new users must register in the system.** Returning users can login using their user

- 3) You will go to “Register” Page. Enter your username, password and confirm password. Click “Register”.

### Register

Enter your new user name and password.

**Enter Registration Information**

\*User Name:

\*Password:

\*Confirm Password:

[Return to Previous Page](#)

To Register: Enter User Name, Password, and repeat the Password. Then click “Register”

UNFPA encourages the use of strong passwords. A combination of numbers and letters and a minimum length of 8 characters is preferable. UNFPA is not responsible for unauthorized access to your data, so please choose a user ID and a password that can not easily be guessed by anyone.

- 4) Then you will go to your account Page. Click “Personal Information”.

Welcome

**Personal Information**  
 0 Applications

Current Job Openings			
Job Title	Job Opening	Closing Date (Midnight Geneva)	Time Left
Evaluation Adviser, Evaluation Branch, Division for Oversight Services, ICS-12	1666		Ongoing
testing for position number	2226		Ongoing
Secretary_AAV	2158		Ongoing

5) You will go to “Personal Information” page.

\* = Required Information

### Personal Information

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

[Return to Previous Page](#)

Save Close

Login Information	
User Name:	test20131130
Password:	<a href="#">Change Password</a>
Preferred Method of Contact:	EMail

- Create your profile as appropriate. Please answer all the required information (\*=required Information).
- Please indicate your preferred Method of Contact as “Email”.
- Please indicate your primary email type and primary email address. This is very important. You will need this email address to get back your username and password if you forget them.

### Email Addresses

\*Primary Email Type: Business

\*Email Address: testtesttest@yahoo.com Remove

+ Add Another Email Address

You will need this email address to get back your username and password if you forget them.

- Please fill in the fields of this page, then Click “**Save**” Button. Please save regularly.
  - After you complete your personal information, you can click “**Close**”.
- 6) After you click “Close” for the “Personal Information” Page, you will go back to the account page. Now you are ready to apply for jobs.

[Back to 1<sup>st</sup> page](#)

## 2. Apply for Jobs

Now you are ready for applying for jobs. When you select the job you are interested, you will go to the direct job Description Page.

- 1) Click **“Apply Now”**.

Applicants are recommended to review the step by step guideline and FAQ before filling an application.

The screenshot shows a 'Job Description' page. At the top right, there is a yellow callout box with the text 'Step by Step Guide to Applying | FAQ'. Below it, a black-bordered box contains the text: 'Applicants are recommended to review the step by step guideline and FAQ before filling an application.' The job details are as follows:

Job Title:	Evaluation Adviser, Evaluation Branch, Division for Oversight Services,
Job ID:	ICS-12 1666
Location:	Headquarters
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

At the bottom of the job details, there are three buttons: 'Return to Previous Page', 'Email to Friend', and 'Apply Now'. The 'Apply Now' button is circled in blue. Below the job details, there is a section for 'Rotation' stating 'This post is rotational.' and a section for 'Main Tasks & Responsibilities' which begins with 'Under the supervision of the Chief, Evaluation Branch, the incumbent performs tasks in the following four major areas:'.

- 2) You will go to **“Login” Page**.

Input your username and password, then click **“Login”**.

The screenshot shows the 'Login' page. At the top right, there is a blue callout box with the text 'Step by Step Guide to Applying | FAQ'. The page content includes the text 'You must login or register in order to continue.' and a yellow callout box with the text 'click here to Register.' pointing to a 'click here to Register.' link. A black-bordered box contains the text: 'New User must register first to apply for jobs.' Below the text, there is a login form with fields for 'User Name:' and 'Password:'. Below the form, there are three buttons: 'Login', 'Register Now', and 'Forgot User Name or Password?'. The 'Login' button is circled in blue. A yellow callout box with the text 'Forgot User Name or Password?' points to the 'Forgot User Name or Password?' link. A black-bordered box contains the text: 'If returning user forgot his username or password, click "Forgot Username or Password".' At the bottom left, there is a 'Return to Previous Page' link.

- 3) You will go to **“Please Note” Page**. Click **“I agree”**. Then Click **“Continue”**.

**Please note:**

**Application**

I have read the information and instructions on how to apply to UNFPA. My application will only be considered if all required information is provided.

I Agree

[Return to Previous Page](#)

[Continue](#)

- 4) You will go to “**Personal Information**” page. Update your personal information to reflect your current situation. Then click “**Continue**”.

**Please remember to “Save” regularly.**

[Step by Step Guide to Applying](#) | [FAQ](#)

\* = Required Information

**Personal Information**

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Please remember to save regularly.

[Return to Previous Page](#)

[Save](#)

[Continue](#)

**Login Information**

User Name: test20131130  
Password: [Change Password](#)  
Preferred Method of Contact: Not Specified

- 5) Now you will go to “**Complete Application**” Page.

**Please fill in the required information and answer all the questions in the “Application Questionnaire” section.**

**Please remember to save regularly.**

**Please remember to “Save” before you “submit” your application.**

## Complete Application

[Printable Version](#)

Please answer all the required information.

\* = Required Information

You are applying for: Evaluation Advisor

[Exit Application](#)

Save

Submit

### Availability

Desired Start Date:

### Motivational Statement

\*Please briefly describe your reasons for applying to this job:

It is recommended to stay below the 1500 characters as the system counts characters with space and some "hidden" characters.

Please do not cut and paste your entire CV/Resume.

This is a very important button! Each time you complete one of the sections of the application form, make sure you save the information you have entered.

Never exit the application without saving or your inputs will be lost.

0/1500 Characters

### Work Experience

[Remove Work Experience](#)

\*Start Date:  End Date:

\*Employer:

\*Ending Job Title:

\*Annual Salary (USD) or UN Salary Grade:  (For example 10,000, ICS-6, or UNV)

\*Number of people supervised:

\*Country:  \*City:

\*Supervisor Name:  Phone:

Supervisor Email:

\*Reason for Leaving:

Please enter your key duties and achievements:

Click "Add Work Experience" to enter additional work experience.

[Add Work Experience](#)

**Education**

\*Highest Education Level: A-Not Indicated

**University or Equivalent**

\*Country:

\*City:

\*School:

\*Major:  Other:

\*Degree:

\*Start Date:   \*End Date:   \*Graduated:

Exact date not required. Enter approximate date of degree.

**Languages**

Please include your native language.

\*Language:

**Activities and Achievements**

Please list any relevant publications you have written:

Please list your membership in professional societies:

Please list any volunteering outside of your regular work, international experience, and other achievements:



References

Reference Type: 1. Supervisor Remove Reference

\*Reference Name:

\*Title:  Employer:

\*Email:  Phone:

3 references are recommended. Add Reference

Application Questionnaire

\* Are any of your direct relatives (Mother, Father, Sister, Brother, Daughter, Son) currently working as a staff member in the UN or one of the subsidiary organs of the UN?

Yes  No

Please answer all the questions.

\* Have you any objections to our making inquiries of your present employer?

Yes  No

\* Are you currently a staff member of UNFPA?

I am a staff member with a contract under the 100 s  I am a staff member with a contract under the 200 series of the UN staff rules  I am a staff member with a contract under the 300 series of the UN staff rules  I am not a staff member of UNFPA

\* Would you accept employment for less than 6 months?

Yes  No

\* Are you a holder of a Green Card of the United States?

Yes  No

Please answer all the required questions. Or not, the system won't allow you to submit the application. It will pop up a message window to ask you to complete all the questions.

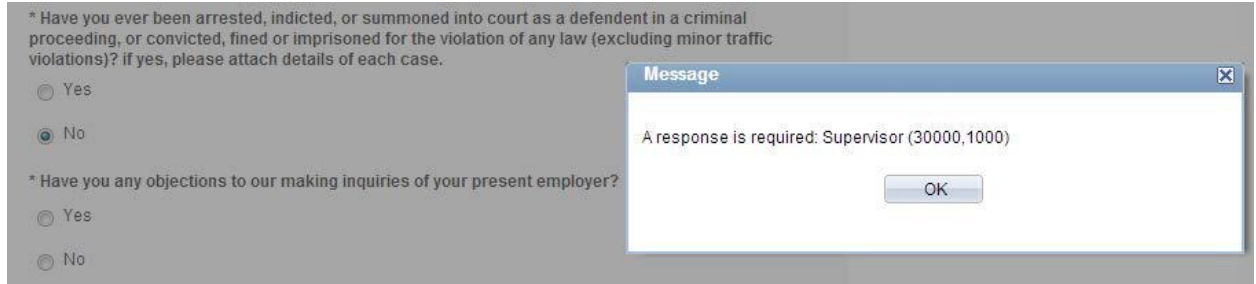
Click "Submit" when you have completed your application. Please make sure to answer all the required information.

Always remember to "Save" before you submit your application.

Exit Application Save Submit

\* = Required Information

For example, if you forget to answer the question “Have you any objections to our making inquiries of your present employer?”, the system will pop up a message window to remind you to complete the question. You need to answer all the questions.



6) After you click “Submit”, you will go to “Review Application” Page.

## Review Application

[Step by Step Guide to Applying](#) | [FAQ](#)  
[Return to Previous Page](#)

Ctrl+P or Right Click to Print

### test unfpa

You are applying for: Evaluation Adviser, Evaluation Branch, Division for Oversight Services, ICS-12

**IMPORTANT:** Please review your application. Click 'Continue' to submit.

Continue

### Availability

Desired Start Date: 12/11/2013

### Motivational Statement

sfsf

### Work Experience

Start Date: 05/11/2013 End Date: 29/11/2013

Employer: sfs

**If you find some mistakes, please click “Return to Previous Page” at the page bottom to correct your application.**

\* Are you a holder of a Green Card of the United States?

Yes

No

**IMPORTANT:** Please review your application. Click 'Continue' to submit.

Continue

[Return to Previous Page](#)

If you are OK with your application, please click “Continue”.

- 7) Then you will go to **“Submit Application”** Page.  
Click **“I agree to the terms”**. Then click **‘Submit’**.

[Step by Step Guide to Applying](#) | [FAQ](#)

### Submit Application

**test unfpa**  
You are applying for: Evaluation Adviser, Evaluation Branch, Division for Oversight Services, ICS-12

**Terms and Agreements**

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on this application (or other documents requested by the organization) renders a staff member of the United Nations liable to termination or dismissal.

You will be requested to supply documentary evidence which supports the statements you have made above.

I agree to these terms     I do not agree to these terms   

[Return to Previous Page](#)

- 8) You will go to **“My Applications”** page.  
Click **“OK”** to the message box.

### My Applications

test unfpa  
605 Third Avenue  
New York, NY 10058  
[Personal Information](#)

**My Applications**  
Display applications from: All Applications   

Application	Recruiting Status	Application Status	Application Updated	
Evaluation Adviser, Evaluation Branch, Division for Oversight Services, ICS-12	Open	Applied	29/11/2013	

**Message**

Your application has been successfully submitted.

Due to the high volume of applications only short-listed candidates will be contacted for interview.

You may review your application status on your My Applications page. (0,0)

- 9) Now your **application status is “Applied”**.

[Job Openings](#)

### My Applications

test unfpa  
605 Third Avenue  
New York, NY 10058  
[Personal Information](#)

My Applications

Display applications from: All Applications

Application	Recruiting Status	Application Status	Application Updated	
 Evaluation Adviser, Evaluation Branch, Division for Oversight Services, ICS-12	Open	Applied	29/11/2013	

**Tips: If the "Recruiting Status" is "open", you can make changes to an application that was already submitted. That is to say, you can edit and resubmit your application. You just click the job application you want to resubmit.**

**However, if the "Recruiting Status" is "closed", you will not be able to edit your application.**

At the same time, you will get an email from [donotreply@unfpa.org](mailto:donotreply@unfpa.org) that your online application has been successfully submitted.

• Your online application has been successfully submitted

• donotreply@unfpa.org

To Me

(Please Note: This message was automatically generated. Please do not respond.)

Dear test unfpa,

Thank you for expressing an interest in the following position(s) submitted on 2013-11-29:  
1666-Evaluation Adviser, Evaluation Branch, Division for Oversight Services, ICS-12

Due to the high volume of applications only short-listed candidates will be contacted for

You can determine the outcome of your application at anytime by logging into the eRecruit

[Back to 1<sup>st</sup> Page](#)

### 3. Forgot User Name and Password

- 1) Please visit <https://erecruit.partneragencies.org/>
- 2) Click “**Forgot User Name and Password**”

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[Step by Step Guide to Applying](#) | [FAQ](#)

#### Job Openings

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

*The recommended browsers are Google Chrome, Safari and Internet Explorer 8.0. For Internet Explorer version 9.0 or 10.0, please use compatibility view.  
For additional questions regarding the application process, please review [application guide](#) and [FAQ](#).*

User Name:

Password:

- 3) You will go to “**Login Help**” page.  
If you forgot your User Name, please use your registration email to get back your User Name.  
If you just forgot your password, please enter your User Name, you will get back your password via your registration email.

#### Login Help

Choose One of These Options

<div style="border: 1px solid #ccc; padding: 10px;"><div style="background-color: yellow; padding: 2px; text-align: center; font-weight: bold;">Forgot your password?</div><p><b>*Enter your User Name:</b></p><input style="width: 90%;" type="text"/><hr/><div style="text-align: center;"><input type="button" value="Get New Password"/> <input type="button" value="Cancel"/></div></div>	OR	<div style="border: 1px solid #ccc; padding: 10px;"><div style="background-color: yellow; padding: 2px; text-align: center; font-weight: bold;">Forgot your User Name?</div><p><b>*Enter your Email Address:</b></p><input style="width: 90%;" type="text"/><hr/><div style="text-align: center;"><input type="button" value="Find User Name"/> <input type="button" value="Cancel"/></div></div>
--	----	---

- 4) After you enter your username, you will get an email notification from [donotreply@unfpa.org](mailto:donotreply@unfpa.org) for “**Applicant User Name Notification**”.

### Job Openings

An Email message with user id or new password has been sent to your preferred Email address.

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

*The recommended browsers are Google Chrome, Safari and Internet Explorer 8.0. For Internet Explorer version 9.0 or 10.0, please use compatibility view. For additional questions regarding the application process, please review [application guide](#) and [FAQ](#).*

User Name:

Password:

[Forgot User Name or Password?](#)

#### ● Applicant User Name Notification

● **donotreply@unfpa.org**

To Me

Your request for User Name notification has been processed. Please use the following user name to access your applicant home page.

Your User Name is **test20131130**

- 5) After you get back your User Name, you can use this UserName to get back your password.

You input your UserName in “Forgot Your Password” Section, you will get an email notification from [donotreply@unfpa.org](mailto:donotreply@unfpa.org) for “**Application Password Notification**”

### Login Help

Choose One of These Options

**Forgot your password?**

\*Enter your User Name:

OR

**Forgot your User Name?**

\*Enter your Email Address:

#### ● Applicant Password Notification

● **donotreply@unfpa.org**

Today at 2:20 PM

To Me

Dear Applicant,

Your request for password notification has been processed. Please use the following user Name/ password combination to access your applicant home page. You may change your password at any time by signing on to your home page and using the change password hyperlink.

Your User Name is **test20131130** and your password is **541177**

Thank you for your time.

[Back to 1<sup>st</sup> page](#)

#### 4. Check Application Status and Recruiting Status

- 1) Please visit <https://erecruit.partneragencies.org/>
- 2) Input your User Name and Password, Click “Login”
- 3) You will go to your account page.

Click on the applications.

[Job Openings](#)      [My Applications](#)      [Job Search and Alert](#)      [Step by Step Guide to Applying](#) | [FAQ](#) | [Logout](#)

Welcome test

Personal Information

5 Applications

Current Job Openings

Job Title	Job Opening	Closing Date (Midnight Geneva)	Time Left
Evaluation Adviser, Evaluation Branch, Division for Oversight Services, ICS-12	1666		Ongoing
testing for position number	2226		Ongoing

- 4) You will go to “My Applications” Page.  
 You can check your application status and recruiting status

[Job Openings](#)      [My Applications](#)      [Job Search and Alert](#)      [Step by Step Guide to Applying](#) | [FAQ](#) | [Logout](#)

#### My Applications

test unfpa  
 605 Third Avenue  
 New York, NY 10058  
[Personal Information](#)

Click the icon, you can review your application.

My Applications

Display applications from:

Application	Recruiting Status	Application Status	Application Updated
Secretary	Open	Not Applied	29/11/2013
Programme Analyst	Filled	Applied	29/11/2013
Deputy Representative P5 - Rotation	Candidates Notified	Applied	29/11/2013
Personal Assistant	Closed	Applied	29/11/2013
Evaluation Adviser, Evaluation Branch, Division for Oversight Services, ICS-12	Open	Applied	29/11/2013

[Return to Previous Page](#)

**Recruiting Status** - The recruiting status lets you know where we are in the recruiting process.

**Open** - The system is still accepting applications to the position. You may submit a new application or edit and re-submit an existing application while the status is 'Open'.

**Closed** - The job advertisement deadline has passed. New applications are not being accepted. Changes to existing applications are also not permitted.

**Candidates Notified** - Candidates have been contacted for interview or additional screening. If you have not been contacted by the recruiting team, then unfortunately you have not been shortlisted for interview.

**Filled** - Someone has been hired, the position has been filled, or the position is no longer available.

**Application Status** - The application status tells you the status of your application.

**Not Applied** - Your application has been started, but it has not been submitted.

**Applied** - Your application has been submitted. You may edit and re-submit your application up until the closing date of the job opening.

Detailed information for Recruitment Process, Please review [FAQ](#)

[Return to 1<sup>st</sup> page](#)



## 5. Set up Job Search and Job Alert

- 1) Please visit <https://erecruit.partneragencies.org/>
  - 2) Input your User Name and Password, Click “Login”
- You will go to your account page.
- 3) Click on “Job Search and Alert”.



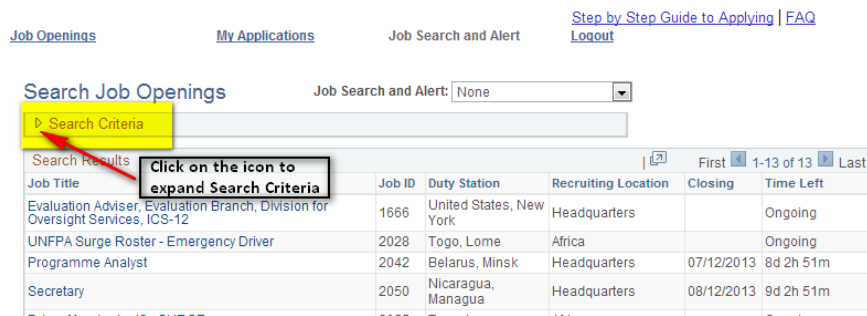
Welcome test

Personal Information  
 5 Applications

Current Job Openings

Job Title	Job Opening	Closing Date (Midnight Geneva)	Time Left
Evaluation Adviser, Evaluation Branch, Division for Oversight Services, ICS-12	1666		Ongoing
testing for position number	2226		Ongoing

- 4) You will go to “Search Job Openings” Page.  
 Click the expand Search Criteria icon to expand the search result.



- 5) You will go to the detailed Job Search Openings page.
  - a. You can search the jobs based on your selection on Job Classification, Recruiting Location, Duty Station and Grade.  
 Select your search criteria, then click “Search”. It will give you the search result.  
 If you find the job you want to apply, you can click the job title you are interested in, it will guide you to the detailed job description page and you can apply directly there.

Search Job Openings

Job Search and Alert:

▼ Search Criteria

Hold down the Ctrl/Command button to select multiple options

Job Classification:   
 Administration  
 Audit  
 Communication  
 Finance

Recruiting Location:   
**Africa**  
 Arab States  
 Asia and Pacific  
 Eastern Europe, Central Asia

Duty Station:   
 Afghanistan  
 Aland Islands  
 Albania  
 Algeria

Grade:   
 ICS01 / G1  
 ICS02 / G2  
 ICS03 / G3  
 ICS04 / G4

Search Job Openings

Job Search and Alert:

▷ Search Criteria

Search Results

Job Title	Job ID	Duty Station	Recruiting Location	Closing	Time Left
<b>UNFPA Surge Roster - Emergency Driver</b>	2028	Togo, Lome	Africa		Ongoing
Driver-Monday test2 - SURGE	2055	Togo, Lome	Africa		Ongoing

First 1-3 of 3 Last

Click the job you are interested in and it will guide you to the job description page

[Step by Step Guide to Applying](#) | [FAQ](#)

Job Description

**Job Title:** UNFPA Surge Roster - Emergency Driver  
**Job ID:** 2028  
**Location:** Africa  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

[Return to Previous Page](#)

Main Tasks & Responsibilities

Duties and Accountabilities

Scope of the job: The driver is responsible for providing management and team members with safe, efficient and reliable transportation services using IFC's vehicle.  
 Duties and responsibilities: In addition to driver services, the driver is required to

**b. If you want to save your search result, please click “Save Search”.**

[Job Openings](#)      [My Applications](#)      Job Search and Alert      [Step by Step Guide to](#)  
[Logout](#)

Search Job Openings      Job Search and Alert: None

Search Criteria  
 Hold down the Ctrl/Command button to select multiple options

Job Classification: All, Administration, Audit, Communication, Finance  
 Recruiting Location: All, **Africa**, Arab States, Asia and Pacific, Eastern Europe, Central Asia  
 Duty Station: All, Afghanistan, Aland Islands, Albania, Algeria  
 Grade: All, ICS01 / G1, ICS02 / G2, ICS03 / G3, ICS04 / G4

b1).You will go to “Search Job Openings” Page and Click “Save”.

[Job Openings](#)      [My Applications](#)      Job Search and Alert      [Step by Step Guide to Applying](#) | [FAQ](#)  
[Logout](#)

Search Job Openings      Job Search and Alert: None

Save Search  
 Stored Search Name:   
 Job Alert:

b2)It will pop up a message window and Click “OK”

Message

---

Search saved successfully. (0,0)

b3)In the “Job Search and Alert” Section, you will see the saved search.

[Job Openings](#)      [My Applications](#)      Job Search and Alert      [Step by Step Guide](#)  
[Logout](#)

Search Job Openings      Job Search and Alert: None

Search Criteria  
 Hold down the Ctrl/Command button to select multiple options

Job Classification: All, Administration, Audit, Communication, Finance

Manage Job Searches and Alerts  
 None  
**TEST-AFRICA**

- c. If you want to set up your job alert and get email notifications for the jobs you are interested in, please “**Saved Search**” first.

Search Job Openings Job Search and Alert: None

Search Criteria

Hold down the Ctrl/Command button to select multiple options

Job Classification: All, Administration, Audit, Communication, Finance

Recruiting Location: All, Africa, Arab States, Asia and Pacific, Eastern Europe, Central Asia

Duty Station: All, Afghanistan, Aland Islands, Albania, Algeria

Grade: ICS10 / P3, ICS11 / P4, ICS12 / P5, ICS13 / D1, ICS14 / D2

Search Clear Save Search

c1) You will go to “Save Search” Page. Check the **Job Alert Box**. Then Click “**Save**” .

Job Openings My Applications Job Search and Alert Step by Step Logout

Search Job Openings Job Search and Alert: None

Save Search

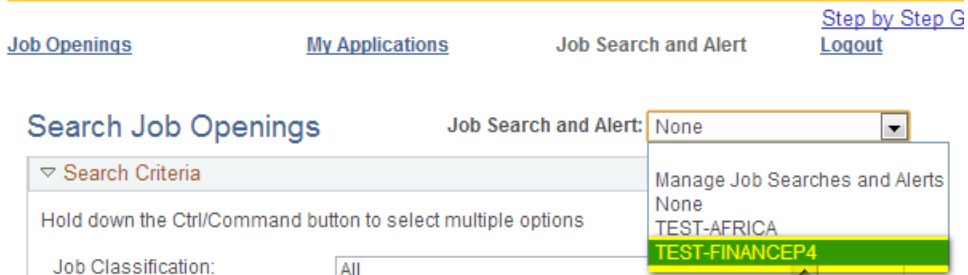
Stored Search Name Test-FinanceP4

Job Alert:

Save Cancel

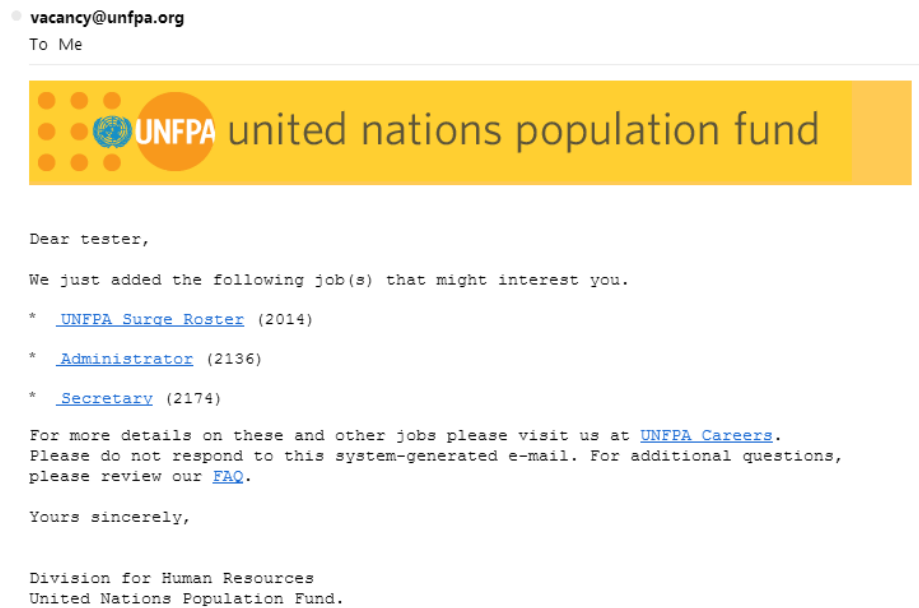
c2) Then it will pop up a message window and Click “OK” .

c3) Now in the “Job Search and Alert” Section, you will see the saved job alert.

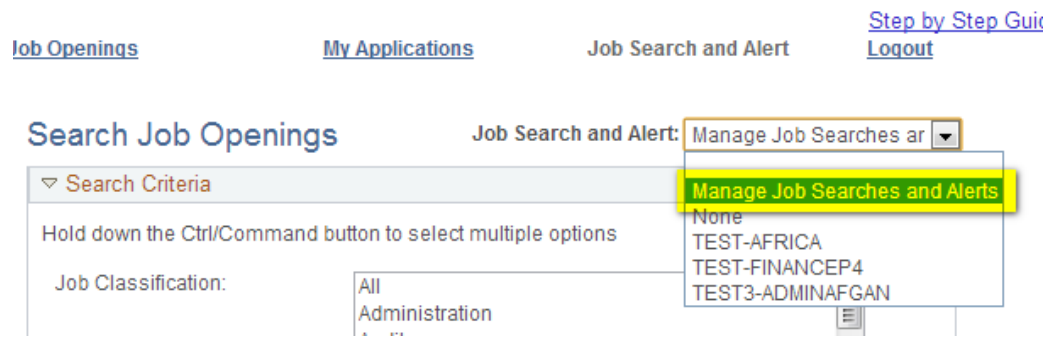


c4) When there are some job openings that meet your criteria, you will get an email notification from [vacancy@unfpa.org](mailto:vacancy@unfpa.org).

- Notification of new Job Opening(s) at the United Nations Population Fund.



- 6) Manage Job Search and Alert.
  - a. In the “Job Search and Alert” Section, please click “Manage Job Searches and Alerts”.



- b. You will come to the manage job searches and Alerts page.  
 You can delete the unwanted job search or Job alert.

**Please note that each applicant can set up 5 job searches and alerts together at most.**

[Job Openings](#)      [My Applications](#)      [Job Search and Alert](#)

Search Job Openings      Job Search and Alert:

Saved Search			
Search Name	Job Alert	DateTime Created	Delete
TEST-AFRICA		29/11/13 9:36:50.000000PM	Delete
TEST-FINANCEP4	Y	29/11/13 9:48:35.000000PM	Delete
TEST3-ADMINAFGAN	Y	29/11/13 9:58:00.000000PM	Delete

- c. If you want to change your job search or job alert, please pick up the job search and alert you want to change.

Search Job Openings      Job Search and Alert:

▼ Search Criteria

Hold down the Ctrl/Command button to select multiple options

Job Classification:

- All
- Administration
- Audit
- Communication

▼ Job Search and Alert:

- Manage Job Searches and Alerts
- None
- TEST-AFRICA
- TEST-FINANCEP4
- TEST3-ADMINAFGAN

- d. It will guide you to the detailed search criteria.

Search Job Openings      Job Search and Alert:

▼ Search Criteria

Hold down the Ctrl/Command button to select multiple options

Job Classification:

- All
- Administration
- Audit
- Communication
- Finance

Recruiting Location:

- All
- Africa
- Arab States
- Asia and Pacific
- Eastern Europe, Central Asia

Duty Station:

- All
- Afghanistan
- Aland Islands
- Albania
- Algeria

Grade:

- All
- ICS01 / G1
- ICS02 / G2
- ICS03 / G3
- ICS04 / G4

- e. You can change the search criteria and have the same Search Name.

**Search Job Openings** Job Search and Alert: TEST3-ADMINAFGAN

Search Criteria

Hold down the Ctrl/Command button to select multiple options

Job Classification: All, Administration, Audit, Communication, Finance

Recruiting Location: All, Africa, Arab States, Asia and Pacific, Eastern Europe, Central Asia

Duty Station: All, Afghanistan, Aland Islands, Albania, Algeria

Grade: All, ICS01 / G1, ICS02 / G2, ICS03 / G3, ICS04 / G4

Search Clear Save Search

[Job Openings](#) [My Applications](#) [Job Search and Alert](#) [Logout](#)

**Search Job Openings** Job Search and Alert: TEST3-ADMINAFGAN

Save Search

Stored Search Name: TEST3-ADMINAFGAN

Job Alert:

Save Cancel

e1). It will pop up a message to warn you about the search with the same name which is existed. Click "OK" to overwrite it.

Message

A search with the same name exists. Do you want to overwrite? (0,0)

OK Cancel

e2).Then it will pop up another message window to inform you the job alert has been saved successfully.

Message

Search saved successfully. (0,0)

OK