If you experience repeated technical difficulties, please send an email to recruiting@unfpa.org. Resumes sent directly to recruiting@unfpa.org will not be considered. Due to high volume of applications, we will not be able to respond to individual queries concerning the application process or status.
1. To apply for a job, click on “Apply Now” on the UNFPA External Career Site.
STEP-BY-STEP GUIDE : APPLYING FOR UNFPA JOBS

2. Provide your email address, then click on “Next”.

3. A verification code will be sent to your email address.

Note: UNFPA Career Site only requires an email address to set up a profile. A traditional username and password are not used. Your profile displays the statuses of your job applications and allows you to sign up for job alerts.
4. Enter the code you received in your e-mail.
5. Fill out an application and click “Submit”.

6. Congratulations, you have successfully submitted your application. In your e-mail, you should have received a confirmation of application.
FREQUENTLY ASKED QUESTIONS
How do I log back into my personal profile?

- Click on the person icon (Manage Profile) in the top right side of the Careers site.
- Enter the email address you provided in the past on the UNFPA Career Site.
- A verification code will be sent to your email address.
- Enter the verification code.

If the verification code doesn’t work or you didn’t receive it:

- Check your Spam or Junk email folder.
- Click on “Resend Verification Code” from the pop-up box where you entered your email address.
- Confirm you are using a recommended browser, Chrome or Firefox, and try again.
I applied for a position, what happens next?

If you are found suitable for the job, the recruiting team will be in touch regarding the next steps. You can check the status of your application in your personal profile.
How can I check the status of my application?

You can check the status of your application by logging into your candidate profile here.
Is it possible to edit a submitted application or upload a new resume? Can I withdraw my application?

Once your application has been submitted, you will no longer have the ability to make edits to the submission. You will have the ability to edit your contact information and address. Any changes you make will be saved on your candidate profile and populated in future applications. You have the ability to withdraw your application at any stage of the process.
How can I find more jobs matching my specific interests?

Applying filters can help with narrowing down your search. You can apply filters based on job category, vacancy type, grade etc.
Can I save a job and apply later?

- If you find jobs you’re interested in, but want to come back to apply later, log in to your profile by clicking on the person icon (Manage Profile) in the top right side of the Careers site.

- Begin your search and identify jobs you’re interested in. To save, click the Pin in the top right corner next to the job title. The pin will change from white to either blue or green.

- Sort by your favorite job by clicking the pin icon (My Job Selections) at the top of the Careers site.
Delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled

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