

STEP 1: CREATING AN ACCOUNT AND LOGGING IN

Create an account

The first time you wish to apply for a job through the WHO career website, you will need to create an account:

- On the horizontal bar at the top of the page, click **Sign In**.
- On the Login page, create your own login account (account name and password) by clicking **New User**.
- Once you have successfully created your account, you will have a unique account with which you can proceed to step 2 of this process.

WHO STAFF: if you are a WHO staff, an account has already been created for you. To access your account, just make sure to follow the WHO staff access link and use your WHO credentials.

Log in

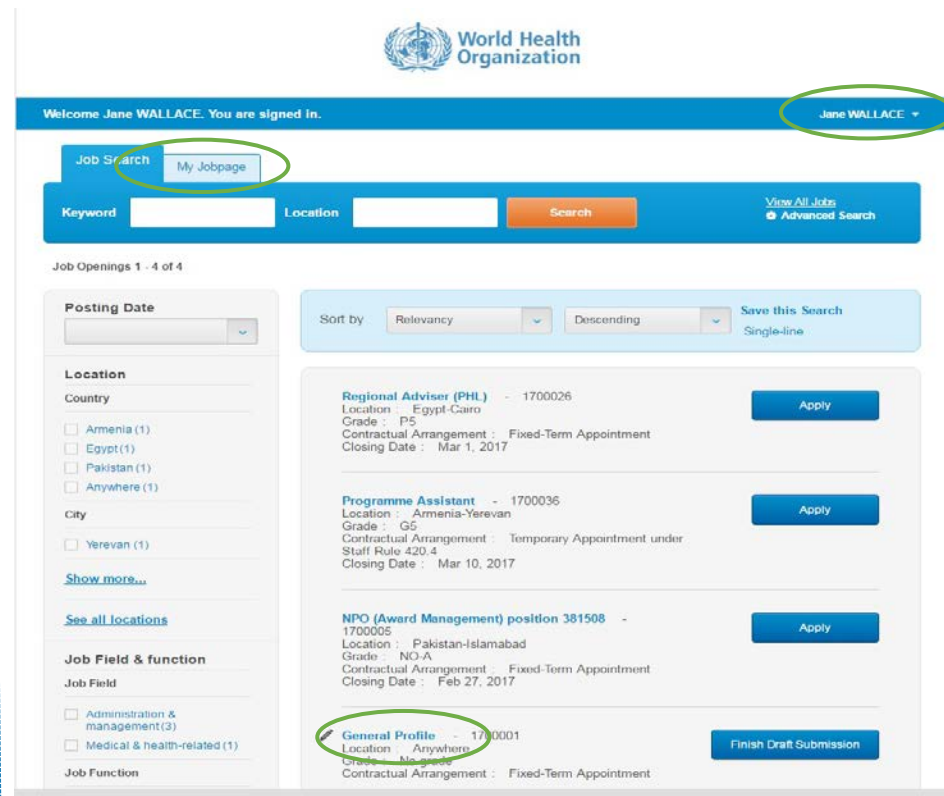
- If you already have an account, enter your unique login information when you click the **Sign In** button to begin the application process. Proceed to step 2.
- For WHO staff, enter your WHO username and password.

STEP 2: CREATING/UPDATING A WHO CANDIDATE PROFILE

Access your profile

There are four ways to access your profile:

1. Click the down arrow beside your name, then click **Profile**.
2. Click the **My Jobpage** tab, then click on the **Access my profile** button on the right-hand side of the page.
3. On the Job Search tab, find the vacancy titled General profile then click the **Apply** button.
4. On the Job Search tab, find the vacancy to which you would like to apply, then click the **Apply** button.



World Health Organization

Welcome Jane WALLACE. You are signed in. Jane WALLACE ▾

Job Search My Jobpage

Keyword: Location: Search View All Jobs Advanced Search

Job Openings 1 - 4 of 4

Posting Date: [Dropdown]

Location: Country: [List of countries: Armenia (1), Egypt (1), Pakistan (1), Anywhere (1)] City: [List of cities: Yerevan (1)] Show more...

See all locations

Job Field & function: Job Field: [List of fields: Administration & management (3), Medical & health-related (1)] Job Function: [List of functions]

Sort by: Relevancy Descending Save this Search Single-line

Regional Adviser (PHL) - 1700026 Location: Egypt-Cairo Grade: P5 Contractual Arrangement: Fixed-Term Appointment Closing Date: Mar 1, 2017 Apply

Programme Assistant - 1700036 Location: Armenia-Yerevan Grade: G5 Contractual Arrangement: Temporary Appointment under Staff Rule 420.4 Closing Date: Mar 10, 2017 Apply

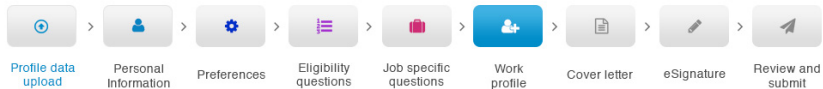
NPO (Award Management) position 381508 - 1700005 Location: Pakistan-Islamabad Grade: NO-A Contractual Arrangement: Fixed-Term Appointment Closing Date: Feb 27, 2017 Apply

General Profile - 1700001 Location: Anywhere Contractual Arrangement: Fixed-Term Appointment Finish Draft Submission

Update your profile

Under the My Jobpage tab, enter information in the following sections:

- Personal information
- Preferences
- Eligibility questions
- Job specific questions
- Work profile (when entering your work profile, **please use the Add/save button after entering data to ensure your data is saved**)
- Cover letter
- e-Signature



Work profile

Education* ✓

Qualifications/Certifications ✓

Trainings ✓

Experience ✓

Publications

Languages* ✓

Computer skills ✓

Confirm work profile

Trainings

Please list any specialized trainings you have completed and which are relevant to your candidate profile. We are interested in trainings you have completed both inside and outside of WHO. WHO-provided trainings should be entered in the right column. Clicking on the activation button at the top of each column allows you to make an entry in the appropriate category.

☒ Relevant training completed

☐ WHO-provided training

* Field

Select ▼

* Specific training

* Date completed

MM ▼ YYYY ▼

Field

Select ▼

Specific training

Select ▼

Date completed

MM ▼ YYYY ▼

Once you have completed all of the mandatory fields and wish to save your entry, please select Add/update. Your entries will be listed at the bottom of the page. You may reorder an entry by clicking on it (blue shading indicates that the entry is selected), then holding down the mouse or trackpad button while you drag it to a new location. Release the button to drop the item into place.

Add/save

Clear

Next section

Exit work profile

- After you have completed entering details of one section, click **Save and continue** to move to the next section.
- Click **Save as Draft** to complete your profile later.

Profile version

- You may update a profile you have submitted for a specific job up until the position closing date. After the position is closed, you may no longer amend the submitted profile.
- When applying to another position, the last version of your profile you have entered will be used as default for the new position to which you are applying. Amending a profile for one position, will not be reflected in other positions to which you are applying.

STEP 3: APPLYING FOR JOBS

Search jobs

- Use the filters on the left column of the page to search for specific job opportunities.
- This can be by location, type of areas of work, etc.

Apply for a job

- Click the job title to review more details regarding the position.
- Click **Apply** to begin the application process. If you have not yet logged in, you will be asked to do so.
- Review that the information in your profile before you submit your application.

TECHNICAL REQUIREMENTS

In case the site does not display properly or you are unable to move around the site, check that you are using the latest version of your web browser. Check also that Javascript is enabled.

Avoid using the back and forward buttons in your browser. This may interrupt the application process and cause you to lose data. Use instead the navigation buttons within the website.

EXPERIENCING ANY ISSUES?

If you experience problems, please send an email to:

globalservicedesk@who.int

Attaching a screenshot and describing the problem in details will help our agents to promptly and accurately provide support.