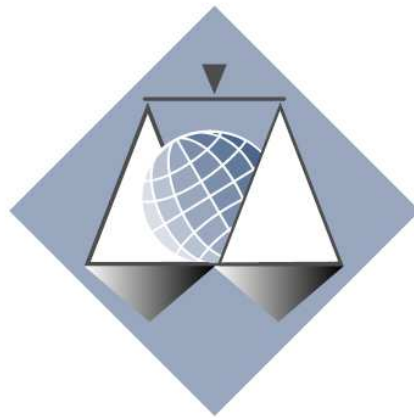


ICTY INTERNSHIP APPLICANT'S MANUAL



United Nations
Nations Unies



International Criminal Tribunal
for the former Yugoslavia

Tribunal Pénal International
pour l'ex-Yougoslavie

Last updated: 27 November 2013

Understanding the Careers Portal and how to apply for an internship with the ICTY

The Careers Portal provides information about what the United Nations does, where it operates, the organizational structure, career paths, career options and the recruitment process. Internship opportunities with the United Nations Secretariat are also posted on our career portal. Please use this manual as a guide for preparing an application for an internship.

Before creating an application for the Internship Programme, make sure you meet the minimum requirements;

- You need to be enrolled in a degree programme in a graduate school (second university degree or higher) at the time of application and during the internship; or if you study in a country where higher education is not divided into undergraduate and graduate stages, you must have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.
- English and French are the working languages of the Tribunal. Fluency in oral and written English and/or French is required, and knowledge of other languages, particularly Bosnian/Croatian/Serbian, is an asset.
- You need to be computer literate in standard software applications such as the Microsoft Office suite.
- You must have a demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter; and have demonstrated the ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include willingness to try and understand and be tolerant of different opinions and views.

The importance of submitting a complete application

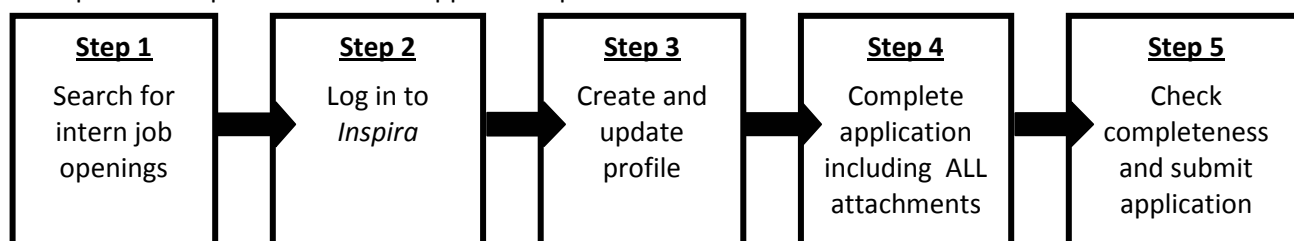
It is of vital importance that every ICTY internship application that you submit via the Careers Portal is complete, which means that ALL of the relevant documents described in the special notice section of the job posting you are applying for must be attached to your application.

If you submit an incomplete application (missing even 1 of the documents listed below), your application WILL NOT BE REVIEWED.

Please note that you cannot add any documents to your application after you have submitted it, so each application must have ALL the documents attached when you submit it. Please also note that even if you withdraw your application because you realize late that it is incomplete, you will not be allowed to reapply for the same internship vacancy.

HOW TO APPLY FOR AN INTERNSHIP

Applying for an internship position is accomplished in five (5) steps. The illustration below shows the steps that are performed in the application process.



These steps are summarized below, and are explained in greater detail later in this document.

Step 1: Search for Job Openings

The list of internship opportunities (also referred to as job openings) is published electronically and updated regularly in its electronic version at the United Nations Careers Portal (Inspira) which can be found at <https://careers.un.org>. On Inspira you can actively search for job openings and apply to those for which you feel you are qualified. You may also save your search criteria as a Job Alert and have the results automatically sent to your e-mail address.

Step 2: Register and login to Inspira

You must log into the Inspira Careers Home page through the UN Careers Portal gateway (<https://careers.un.org>). A one-time registration and creation of a login account is required by completing the registration process.

Step 3: Create and Update my profile

The My Profile section of the application includes important personal information (such as name, address, phone number and primary e-mail address). It is this information that the United Nations will use to contact you during the application process. Any changes you make to your profile will automatically be reflected in all of your application(s). You can update the information in your profile at any time except for the following fields: *First Name*, *Last Name* and *Date of Birth*.

Step 4: Complete the Application

Completing the application involves four parts, all of which are explained in detail in this manual:

1. Create Your Application

Once your profile is saved, you can create an application. It is suggested that you prepare your application in advance even if you are not planning to apply for a job opening right away, so that once a position of interest has been identified, the application process has already been started.

The application form consists of several sections: Preferences, Education and Work Experience, Skills, References, and Cover Letter and Additional Information. Submitting a complete and accurate application is integral in the application process.

2. Write the Cover Letter

Part of the application includes the writing of a cover letter. The cover letter is the personal introduction that accompanies your application. A cover letter should be brief, three to four paragraphs, and as targeted as possible to the position for which you are applying. Your cover letter must also indicate the period (3 or 6 months) for which you are available as well as your preferred start date if you are selected for an ICTY internship.

3. Access and Update Your Draft Application

When you apply to a job opening, the latest version of your application appears. The application can be updated as well as any draft applications that have been created and saved but not submitted to a particular job opening. Once an application has been submitted to a job opening, it can no longer be updated. It is recommended that you update your application for every job opening you apply to so that it is targeted to the internship position that you are applying for.

4. Apply to a Job Opening and Answer the Questions (as applicable)

To apply to a job opening, you have to link your application to the job opening of interest. Once you have applied to the position a series of screening questions will appear. These questions are objective and relate to the position, and are used to filter applicants. A passing grade of 80% is required for your application to be further considered.

Step 5: Submit the Application

You must submit a COMPLETE application, including all of the attachments that are required for the vacancy you are applying for. If you submit an application with even 1 required attachment missing, your application WILL NOT BE CONSIDERED!

Submit your application as early as possible after a job opening has been posted and well before the deadline date stated in the job opening. Job openings posted on the Careers Portal are removed at midnight New York time (EST) on the deadline date.

You will receive an e-mail acknowledgement confirming successful submission of your application for the job opening. Once you submit your application, it will go through a pre-screening process. The process checks the information you entered in your application against the eligibility criteria. Passing the pre-screening allows your application to be considered by the hiring team. Further communications between the ICTY and you will vary depending on your suitability and eligibility for the position.

SETTING UP YOUR INSPIRA PROFILE

The *My Profile* section of the application includes important personal information like your name and contact details. This information is what will be used to contact you during the application process.

Your profile can be amended after submission of your application, and can be used for multiple applications in Inspira. Any changes you make to your profile will automatically be reflected in all of your application(s). You can update the information (except *First Name*, *Last Name* and *Date of Birth*) in your profile at any time.

The Profile consists of several sections, each described below. All of the required fields must be populated on the two pages of the profile before the profile information can be saved. You are strongly encouraged not to disregard the warning about completing the required fields, since this may result in the loss of all data entered in the profile pages. To prepare your profile, first log in to Inspira, then select *Main Menu > Careers*. The Career Home page will appear. Look for and click on the 'My Profile' tab. Your profile is comprised of four (4) sections:

1. Personal Details
2. UN Employment
3. Family Details
4. Nationality and Residence

In order for your application to be considered complete, all sections of your profile must be completed. A gauge is provided above the tabs indicating the percentage of completion and each tab within your profile will display a check mark when you have completed that section.

Your Profile Status: **100% Complete**

Careers Home	Job Search	My Profile	My Saved Searches & Job Alerts
✓ Personal Details	✓ Family Details	✓ Nationality & Residence	

My Profile > Personal Details Save Cancel

The profile pages contain your contact details including name, address, phone number and other relevant information. Changes made to your contact details on these pages will be updated on all of the jobs you have applied to.

Biographical Information	
Name Prefix:	Dr
Given Name:	John
Middle Name:	
Family Name:	Harvey
Other Name:	
Primary Email:	morandeira@un.org
Alternate Email:	home@un.org
Date of Birth:	11/02/1976
Gender:	Male
Telephone Numbers	
Business Phone:	Home Phone: 346/574-5745
Cell Phone:	63564574
Address Details	
Display: <input checked="" type="radio"/> Current <input type="radio"/> Mailing <input type="checkbox"/> Current same as Permanent	
Permanent Address	Current Address
Country: United States	*Country: United States
Address 1: 380 Madiosn Ave	*Address 1: 380 Madiosn Ave
Address 2:	Address 2:
Address 3:	Address 3:
City: New York	City: New York
State: New York	State: New York
Postal: 10017	Postal: 10017
County:	County:

Save Cancel

Personal Details

This section displays the login information that you entered during registration. You will be able to edit the information that appears in this section with the exception of *Name*.

The following fields cannot be changed and they appear as they were entered when your account was created: *Name Prefix*, *Given Name*, *Middle Name*, *Family Name*, and *Other Name*.

The content of the following fields can be changed:

- *User Name* - displays your user name (created during the registration process)
- *Password* - displays the encrypted version of your password created during the registration process.
- *Primary and Alternate E-mail* - displays the e-mail address you entered upon registration.
- *Date of Birth* - displays the date of birth you entered upon registration.
- *Gender* - displays the gender you entered upon registration.

Telephone Numbers

This section allows you to enter the phone number(s) where you can be contacted. Please include the relevant country codes, and note that you can provide more than one phone number.

Address Details

Permanent Address refers to your permanent residence, typically in your home country or country of nationality, irrespective of where you may currently reside. In the *Permanent Address* section, complete the following information:

- *Country* - select the appropriate country.
- *Address 1* through *Address 3* - indicate the street name and/or number. Include a comma after the street name for easier readability.
- *City* - indicate the name of the city, town or village. Include a comma after the city name for easier readability.
- *State* - indicate the name of state, if any.
- *Postal* - indicate the postal code.
- *County* - indicate the name of county, if any.
- *Current Address* - indicate your current address if different from your permanent address. If your current address is the same as your permanent address, select the *Same as Permanent* check box.

Once you have entered this information, click on the *Save* button to save your entries.

Family Details

The applicant must provide information with regards to his/her marital status and dependency status of his/her spouse or partner. Only one spouse or partner can be recognized.

Your Profile Status: **100% Complete**

Careers Home	Job Search	My Profile	My Saved Searches & Job Alerts
✓ Personal Details	✓ Family Details	✓ Nationality & Residence	

My Profile > Family Details

The profile pages contain your contact details including name, address, phone number and other relevant information. Changes made to your contact details on these pages will be updated on all of the jobs you have applied to.

*Marital Status:

Spouse/partner information

	Family Name	Given Name	Date of Birth	Nationality	Gender	Employment Status
1	<input type="text" value="SpouseLastNa"/>	<input type="text" value="SpouseFirstNa"/>	<input type="text" value="01/03/1981"/> <input type="button" value="BT"/>	<input type="text" value="Australia"/>	<input type="text" value="Female"/>	<input type="text" value="Employed"/>

*Do you have dependent children? ☒ Yes ☐ No

Dependent Information

	Family Name	Given Name	Date of Birth	Nationality	Gender	Relationship	
1	<input type="text" value="Child1LastNa"/>	<input type="text" value="Child1FirstNa"/>	<input type="text" value="01/03/2010"/> <input type="button" value="BT"/>	<input type="text" value="Australia"/>	<input type="text" value="Female"/>	<input type="text" value="Daughter"/>	<input type="button" value="X"/>
2	<input type="text" value="Child2LastNa"/>	<input type="text" value="Child2FirstNa"/>	<input type="text" value="01/03/2010"/> <input type="button" value="BT"/>	<input type="text" value="Australia"/>	<input type="text" value="Male"/>	<input type="text" value="Son"/>	<input type="button" value="X"/>

*Are any of your relatives employed by the United Nations Secretariat, another UN entity or by another public international organization? ☒ Yes ☐ No

Relatives employed by United Nations

	Family Name	Given Name	Relationship	Index Number (if known)	Organisation	
1	<input type="text" value="BOB"/>	<input type="text" value="Joe"/>	<input type="text" value="Spouse"/>	<input type="text" value=""/>	<input type="text" value="ILO"/>	<input type="text" value="International Labour Organization"/> <input type="button" value="X"/>

Emergency contact:

Please enter an emergency contact

	Name	Phone Number	Relation
1	<input type="text" value=""/>	<input type="text" value="111/222-3334"/>	<input type="text" value="Brother"/>

Marital Status

You should select your marital status. If you select *Single* or *Widowed*, the following fields are not required. For all other selections, complete the following fields:

- *Family Name* - enter the family name of your spouse or partner.
- *Given Name* - enter the given name of your spouse or partner
- *Date of Birth* - click on the Calendar icon and select the month, year and day when your spouse or partner was born.
- *Nationality* - select from the list the nationality of your spouse or partner
- *Gender* - select the gender of your spouse or partner.
- *Employment Status* - select the employment status of your spouse or partner.

Dependant information

Do you have dependent children? - indicate whether you have any dependent children, including stepchildren and legally adopted children, where applicable. If *No*, proceed to the Relatives employed by the UN section, if *Yes*, complete the following fields:

- *Family Name* - enter your child's family name.
- *Given Name* - enter your child's given name.
- *Date of Birth* - click on the calendar icon and select the month, year and date when your child was born.
- *Nationality* - select from the list the nationality of your child.
- *Gender* - select the gender of your child.
- *Relationship* - select your relationship to the child specified.

Repeat the above steps for each dependent child, clicking on the *Add Another Child* link if necessary.

Relatives employed by the UN

Applicants should provide information regarding family members (i.e. siblings, parents, children, and spouse or partner), who are currently employed with the United Nations Secretariat, another United Nations entity or another public international organization.

- *Are any of your relatives employed by the United Nations Secretariat, another UN entity or by another public international organization?* - indicate whether you have any relatives employed by the United Nations. If *No*, proceed to the next step. If *Yes*, complete the following fields:
 - *Family Name* - enter your relative's family name.
 - *Given Name* - enter your relative's given name.
 - *Relationship* - select your relationship to the relative specified.
 - *Index Number* - enter your relative's index number, if known.
 - *Organization* - select the United Nations organization where your relative works.

Repeat the above steps for each relative employed by the United Nations, then click on the *Add Another Relative* button.

Emergency Contact

This area allows you to indicate the person to contact in case of an emergency. Complete the following information:

- *Name* - enter the name of your contact.
- *Phone Number* - enter the phone number of your contact including the country code, area code, number and, where applicable, extension number.
- *Relation* - indicate your relationship with the contact person.

Once you have entered this information, click on the *Save* button to save your entries, then proceed to the *Nationality and Residence* section.

Nationality and Residence

Nationality indicates your country or, in case of multiple nationalities, countries of nationality and residence. Where legal steps have been taken or are about to be taken to change your country of nationality, these are also indicated here.

Your Profile Status: **100% Complete**

Careers Home	Job Search	My Profile	My Saved Searches & Job Alerts
✓ Personal Details	✓ Family Details	✓ Nationality & Residence	

My Profile > Nationality & Residence

[Save](#) [Cancel](#)

The profile pages contain your contact details including name, address, phone number and other relevant information. Changes made to your contact details on these pages will be updated on all of the jobs you have applied to.

*Country of nationality:

Nationality at birth

*Country of Nationality at birth	
1 Afghanistan	
2 Bahamas	
3 Cambodia	

[Add Another Nationality at Birth](#)

*Have you taken any legal steps toward changing your present nationality? ☒ Yes ☐ No

Please list the legal steps you have taken towards changing nationalities

*Country	Effective or expected date	Please describe briefly	
1 Australia	01/03/2010	This is a brief description of changing nationality to Australia	
2 Cambodia	01/03/2010	This is a brief description of changing nationality to Cambodia	

[Add Another Step Taken](#)

Do you have multiple nationalities? ☒ Yes ☐ No

Do you have multiple nationalities?

*Nationality	Explanation	
1 Denmark	This is a description of nationality of Albania	
2 Ecuador	This is a description of nationality of United States	

[Add Another Nationality](#)

*Have you taken legal permanent resident status in any country other than your current nationality? ☒ Yes ☐ No

Legal permanent residence in other countries

*Country	Date	
1 Botswana	01/03/2010	
2 Fiji	01/03/2010	

[Add Another Legal Permanent Residence](#)

Please attach a scanned copy of the first page of your passport and/or ID card and/or birth certificate, if possible.

Attachments list

File Name	Description	View	
CR_137_-_Print_PHP_Defects_-_100316v2.doc		View	

[Add Another Attachment](#)

Other Information:

Do you need any assistance to perform the work related to the position for which you are applying? ☒ Yes ☐ No

If Yes, physical assistance:

If Yes, please explain briefly:

Working for the United Nations might require an assignment to any area of the world in which the United Nations might have responsibilities. Do you need any assistance to travel? ☒ Yes ☐ No

If Yes, physical assistance:

If Yes, please explain briefly:

[Save](#) [Cancel](#)

Nationality

In the *Nationality* section, complete the following information:



- *Country of Nationality* - select your country of nationality.
- *Country of Nationality at Birth* - select your country of citizenship at birth. If you had more than one nationality at birth, click on the *Add Another Nationality at birth* button, if applicable.
- *Have you taken any legal steps toward changing your present nationality?* - indicate any legal initiatives you have taken to become a citizen or national of another country, where applicable. If you answered *No*, these fields are disabled, proceed to the next question. If you answered *Yes*, answer the following questions:
 - *Country* - select the country where you aspire to receive citizenship or are already a citizen.
 - *Effective or expected date* - click on the Calendar icon and select the month, year and date when the citizenship in another country took effect or is expected to take effect.
 - *Please describe briefly* – enter explanatory notes related to your change of nationality.
 - *Do you have multiple nationalities?* - indicate whether you possess multiple nationalities. If *Yes*, complete the fields in *Nationalities*. If *No*, these fields will be disabled, proceed to the next question.
 - *Nationality* - select your country (or countries) of nationality.
 - *Explanation* - enter a brief description of your nationality if appropriate

If you are a citizen or national of more than one country, click on the *Add Another Nationality* button, so you can add all the nationalities that you possess.

Have you taken legal permanent resident status in any country other than your current nationality? - indicate whether your permanent address is in a country other than the country of your current nationality. If *Yes*, complete the fields in *Legal Permanent Residence in other countries* section. If *No*, these fields will be disabled, proceed to the *Attachment* section.

*Have you taken legal permanent resident status in any country other than your current nationality? ☒ Yes ☐ No

Please list the legal permanent residence in other countries

	*Country	Date	
1	Bosnia and Herzegovina	<input type="text"/>	 

[Add Another Legal Permanent Residence](#)

- *Country* - select the country (or countries) where you have lawfully applied for permanent residence or where you are already a legal permanent resident.
- *Date* - click on the Calendar icon and select the actual or expected month, year and date when the legal permanent resident status took or is expected to take effect.

If you are a permanent resident of more than one country, click on the *Add Another Legal Permanent Residence* button, if applicable.

ATTACHMENTS

It is of vital importance that every internship application that you submit via the Careers Portal is complete, which means that ALL of the relevant documents described in the special notice section of the job posting you are applying for must be attached to your application.

If you submit an incomplete application (missing even 1 of the documents listed below), your application WILL NOT BE REVIEWED. Please note that you cannot add any documents to your application after you have submitted it, so each application must have ALL the documents attached when you submit it. Please also note that even if you withdraw your application because you realize late that it is incomplete, you will not be allowed to reapply for the same internship vacancy.

YOUR APPLICATION IS CONSIDERED INCOMPLETE IF IT DOES NOT HAVE ALL OF THE DOCUMENTS LISTED IN THE JOB POSTING ATTACHED TO IT, AND WILL NOT BE REVIEWED!

YOU ARE EXPECTED TO ATTACH ALL OF THE FOLLOWING DOCUMENTS IN ENGLISH OR FRENCH TO EVERY ICTY INTERNSHIP APPLICATION:

1. completed ICTY Intern Acceptance and Undertaking
2. completed Internship preference and availability form
3. Two (2) letters of recommendation
4. Copies of university/law studies transcripts (including courses taken and grades received)
5. A photocopy of your valid medical insurance **OR** a signed statement confirming your intent to obtain medical insurance while you are in the Netherlands

FOR LEGAL INTERNSHIP APPLICATIONS ONLY, YOU SHOULD ALSO ATTACH:

6. A sample of your written work preferably in a field relevant to the work of the Tribunal and not longer than ten pages

Since it is not customized to accept ICTY internship applications, the Careers Portal does not refer specifically the attachments that are required to apply for an ICTY internship. To attach the documents listed above, follow the steps below:

Please attach any relevant file(s) up to 1 MB total (e.g two latest e-PASEs for UN staff, Academic Credentials, Work Certificates). CVs and resumes are not accepted in this application process.

Attachments			
File Name	Description		
		View	Delete

[Add Attachment](#)

- Click on the *Add Attachment* button to add the relevant documents listed in the internship job listing to your application.
- Click on the *Browse* button, locate and select the file to attach. The file path will appear in the Browse field.
- Click on the *Upload* button to attach the document. The attachment will appear in the Attachment section.

Repeat the above steps for each attachment. The total size of all attachments cannot exceed 1MB, so it is advisable that you attach the documents listed above as PDF files (or other compressed files types if applicable)

Other Information

Complete the following fields:

- *Do you need any assistance to perform the work related to the position for which you are applying?* - indicate whether you require any special accommodations due to a disability. If *Yes*, complete the fields that follow. If *No*, proceed to the next question.
 - If *Yes, physical assistance* - select the type of physical assistance needed to perform your work.
 - If *Yes*, please explain briefly - enter a brief description of the physical assistance required to perform your work.

- *Working for the United Nations might require assignment to any area of the world in which the United Nations might have responsibilities. Do you need any assistance to travel?* - indicate whether you require any special accommodations due to a disability when traveling for United Nations business. If *Yes*, complete the fields that follow. If *No*, proceed to the next question.
 - If *Yes, physical assistance* - select the type of physical assistance needed to travel.
 - If *Yes*, please explain briefly - enter a brief description of the physical assistance required to travel.

Once the profile information is saved, an applicant can create an application.

PREPARING YOUR APPLICATION

Inspira allows you to prepare your application when you apply to a job opening or draft and save one or more fully or partially completed draft applications without applying immediately to a job opening.

To prepare your application, log in to Inspira, then click on *Main menu > Careers*. Click on the *Create Draft Application* button in the My Career Tools section. The *Apply Now* page appears. You must complete your profile before you can complete your application. Otherwise, a message appears indicating that your profile is incomplete and must be completed before you can apply to a position.

Apply Now

Apply Now

Before applying you are encouraged to carefully read the Instructional [Manual for the Applicant](#) and the general application information (How do I apply) on the [United Nations Careers](#) portal.

Please provide all required information. Incomplete applications will not be considered. If your exact choice is not listed in the drop-down menus, select the closest relevant option.

All application information is treated as confidential and will neither be used for commercial purposes nor be shared with other organisations without your written permission.

Information entered in this application is unique to this job opening and will not be applied to previous or future applications. This information can be edited for submission of future applications.

By selecting "Confirm" and then clicking "Continue" below you accept that you are aware of the available information and guidelines on how to complete an application.

☒ Confirm

Select how to start your application:

☒ Choose Existing Application ☐ Build New Application

Source Application Information

Application	Level	Job Opening ID	Created Date	Application Date
WEBSITE OFFICER	P3	18749	14/06/2011 3:09:39PM	14/06/2011 2:42:27PM

On the *Apply Now* page, select *Confirm*.

In the *Select how to start your application* section, select one of the following methods:

1. *Build New Application* - allows you to create an application from scratch. It opens a blank application form.
2. *Choose Existing Application* - allows you to import information from an existing application and modify it, regardless whether it has been already submitted to a position. By default the last created application appears in the Source Application Information section.

Click on the Lookup icon and select the application you wish to use and modify. Click on the *Continue* button. The Complete Application page appears.

Complete Application > Preferences

Screening Questions
Preferences
Education & Work Experience
Skills
References
Cover Letter & Additional Information
Preview & Submit

Save Close

Preferences

*How did you first come to know about the job opening that you are applying for? Campus Presentation by UN ▾

Please provide details

*Would you accept short-term assignments of less than 12 months? ☒ Yes ☐ No

Are you interested in working as a consultant? ☒ Yes ☐ No

Are you interested in working on a part-time basis? ☐ Yes ☒ No

Preferred Main Offices

<input checked="" type="checkbox"/> All Main Offices	<input type="checkbox"/> Addis Ababa	<input type="checkbox"/> Bangkok	<input type="checkbox"/> Beirut	<input type="checkbox"/> Geneva
<input type="checkbox"/> Nairobi	<input type="checkbox"/> New York	<input type="checkbox"/> Santiago	<input type="checkbox"/> Vienna	

Other Preferred Offices

	Delete
--	--------

Add Other Preferred Office

Preferred Field Missions

Field Missions:	
United Nations Assistance Mission In Afghanistan	Delete
Un Mission In Sudan	Delete

Add Field Mission

Preferred field of work/ Job Family

Job Family	
Administration	Delete

The Complete Application page is comprised of seven (7) sections:

1. Screening Questions
2. Preferences
3. Education and Work Experience
4. Skills
5. References
6. Cover Letter and Additional Information
7. Preview and Submit

SCREENING QUESTIONS

This section is blank, but will be populated with questions that are relevant to the position when you apply to a position. Once a job opening has been selected and linked to the application, the applicant will be prompted with a list of questions and, where these appear, the applicant must answer these questions related to the job opening. A series of questions (between 10 and 15) is associated with most job openings.

These are yes/no or true/false questions, are objective, relate to the specific job opening, and will assist in filtering applicants. A threshold of 80% is required in order to be eligible for consideration. An applicant who does not meet the requirement is automatically screened out and not eligible. Please note that **you will not be informed if your application has been screened out.**

Complete Application > Screening Questions

You are applying for: [Public Information Officer](#)

The screenshot shows a web interface for the 'Screening Questions' tab. At the top, there is a navigation bar with tabs: 'Screening Questions' (active), 'Preferences', 'Education & Work Experience', 'Skills', 'References', 'Cover Letter & Additional Information', and 'Preview & Submit'. Below the tabs are 'Save' and 'Close' buttons. The main content area is titled 'Screening Questions' and contains the instruction: 'Please complete all questions listed below before submitting your application.' There are two questions, each with radio button options for 'Yes' and 'No':

- Question 1: 'Do you have a minimum of five years of progressively responsible experience in administration, finance, accounting, human resources management or related field?'
 - ☐ Yes
 - ☐ No
- Question 2: 'Do you have any experience in preparing reports, conducting presentations, and making recommendations?'
 - ☐ Yes
 - ☐ No

Answer all the questions that appear, and then click on the *Preferences* tab.

PREFERENCES

You are required to indicate your preferred field of work and preferred work location(s) in this section. You can also sign up for a Job Alert, which will send you e-mail notifications on newly posted job openings based on the criteria specified in your preferences. Complete the following information in this section.

- *How did you come to apply for employment with the UN?* – select from the list which media you used to find the position in the Organization. If the media is not in the list, then select *Other*. Media can include a job board, job fair, newspaper, recommendation from a colleague, etc.
 - If *Other* - if *Other* was selected in the previous field, then enter a brief explanation about how you heard about the position in the Organization. Up to 256 characters may be entered.
- *Would you accept short-term assignments of less than 12 months?* - indicate whether you would be interested in a short-term assignment by selecting the appropriate answer.
- *Are you interested in working as a consultant?* - indicate whether you would be interested in working as a consultant in the United Nations by selecting the appropriate answer. Consultants are not employees of the United Nations.
- *Are you interested in working on a part-time basis?* – All internship positions offered by the Tribunal are based on a full-time basis, which is 37.5 hours of work per week. You must answer 'No'.
- *Preferred Main Offices* – select The Hague or leave blank
- *Field Missions* – leave blank
- *Job Family* - Job family refers to a group of occupations based upon work performed, skills, education, training and credentials. Click on the *Add Job Family* button to specify more than one job family. You can specify up to five (5) job families.

To remove the job family, click on the Delete icon, if necessary. Click on *Save* to save all entries made; otherwise all data entered will be lost after you log out. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click *Save*.

EDUCATION AND WORK EXPERIENCE

Provide details on your work history, educational institutions attended, and diplomas/degrees or equivalent academic qualifications obtained. It is important to complete all information about your education and work experience accurately. This information will be used for automated pre-screening and it serves as the basis for evaluating your eligibility and suitability for a job opening.

Complete Application > Education and Work Experience

You are applying for: [ACCOUNTANT](#)

✓ Screening Questions ✓ Preferences **Education & Work Experience** ✓ Skills ✓ References ✓ Cover Letter & Additional Information Preview & Submit

Save Close

***UN Employment Status**

☐ I have never worked for a United Nations Common System entity.
☐ I'm currently working for a United Nations Common System entity.
☐ I have previously worked for a United Nations Common System entity.

Work Experience

Employer	Job Title	Start Date	End Date	
Dead Bugs Inc	Exterminator	12/04/2010		Delete

[Add Work Experience](#)

Education Details

List schools, universities or other formal training or education from age 14 (e.g., high schools, technical schools or apprenticeships, universities etc.).

Higher Education/University degrees

You have not added any higher education/university degrees information to your application.

High School/Secondary education

You have not added any high school/secondary education information to your application.

Non-UN Certificates/Diplomas

You have not added any certificates/diplomas information to your application.

[Add Education Details](#)

Save Close

UN Employment

This section allows you to indicate whether you are currently employed by the United Nations.

United Nations Employment Status - select one of the following options:

- *I have never worked for a United Nations Common System entity*
- *I'm currently working for a United Nations Common System entity.* If selected, complete the additional fields.
 - *Which UN entity are you working for?* - select the UN entity where you work.
 - *UN Index number* - enter your index number.
 - *Type of appointment or relationship with the organization* - select the type of appointment you hold
 - *When did you first commence employment with the United Nations?* - click on the Calendar icon and select the date you started your appointment.
 - *Expiration date of current contract?* - click on the Calendar icon and select the date when your contract is expected to end. It cannot be a date prior to the current date.
 - *I have previously worked for a United Nations Common System entity?* If selected, complete the additional fields:

- *For which UN entity are you working for?* - select from the list the UN entity where you work(ed).
- *Type of appointment or relationship with the organization* - select the type of appointment you held from the list. If your appointment is not on the list, select *Other*.
- *From* - click on the Calendar icon and select the month, year and date when you first started employment with the United Nations.
- *To* - click on the Calendar icon and select the month, year and date when you completed your contract with the United Nations.
- *Reason for separation* - indicate the reason for your separation from the United Nations.

Work Experience


Click on the *Add Work Experience* button. The *Add Work Experience* page appears:

Save Cancel

Add Work Experience

Enter Employment Details

*Job Title ☒ Present Job

*From:  Indicate Notice Period Weeks

*Is this a civil servant position in your government? ☐ Yes ☐ No

*Is this a position in the UN Secretariat? ☐ Yes ☐ No

Is this a position in another UN entity? ☐ Yes ☐ No

Employer Details

*Name of Employer

*Employer's Phone Fax

Website of Employer

*Name of Supervisor

Supervisor's e-mail address

*Do you have any objections to contact your current employer for references? ☐ Yes ☒ No

Non-UN Employer Address

*Country:

*Address 1:

Address 2:

Address 3:

City: State:

Postal:

County:

Employment Details

*Type of Business

If Other, please explain

*Job Family

Complete the following sections about your current and past employers:

Starting with your present employer, list every position held in reverse chronological order. Ensure that you complete all fields and indicate every employment held from age 18 and higher - including service in the armed forces and internships. Note any period during which you were not gainfully employed. In cases where you worked with one employer but held several positions, you must indicate every job title held separately.

Employer Details	
*Name of Employer	Google
*Employer's Phone	222/222-2222
	Fax
Website of Employer	google.com
*Name of Supervisor	Eric Schmidt
*Supervisor's e-mail address	sir@gmail.com
*Do you have any objections to contact your current employer for references?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	

- *Job Title* - enter your functional title at this employer.
- *Present Job* - by default, a check mark appears in the box; if this is not your current employer, remove the check mark.
- *From* - click on Calendar icon and select the date you started working with this employer.
- *To* - this field is enabled if this is not your current position. If enabled, click on Calendar icon and select the date you started working with this employer.
- *Indicate Notice Period* - this field is enabled only if this is your current employer. Enter the number of weeks required to submit a notice of separation/resignation from this position.
- *Is this a civil servant position in your government?* - indicate whether the position you held was a civil servant position with your government of nationality.
- *Is this a position in the UN Secretariat?* - indicate whether this position was with the UN Secretariat. If "Yes", proceed to "Type of contract, appointment or relationship to the Organization". Please indicate the category and level of the position. If "No", proceed to the next question.
- *Is this a position in another UN entity?* if you answered *No* in the preceding step, then indicate whether this position was with another UN entity. If *Yes*, proceed to *Type of contract, appointment or relationship to the Organization* - please indicate the category and level of the position. If *No*, proceed to 'Job Title'.

Proceed to the *Employer Details* section and complete the following information.

Employer Details	
*Name of Employer	Google
*Employer's Phone	222/222-2222
	Fax
Website of Employer	google.com
*Name of Supervisor	Eric Schmidt
*Supervisor's e-mail address	sir@gmail.com
*Do you have any objections to contact your current employer for references?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	

- *Name of Employer* - enter the name of your employer. If the name is longer than the field, use the abbreviated name.
- *Employer's Phone/Fax* - enter the telephone and fax number of the employer, including country code, area code, number and, if applicable, extension number.
- *Website of Employer* - enter the employer's website URL address.
- *Duty Station* - this field appears only if the position is/was with the United Nations Secretariat or a United Nations entity. Click on the Lookup icon and select the duty station (location) where you served (worked) or are currently serving (working).
- *Name of Supervisor* - enter the name of your supervisor at this employer.
- *Supervisor's e-mail address* - enter the active e-mail address of your supervisor or the appropriate HR contact available to confirm your employment at the specified employer.

- *Do you have any objections to contact your current employer for reference?* - this field is enabled only if this is your current employer. Indicate whether the United Nations can contact your current employer for a reference. If you do not want the United Nations to contact your current employer, select *Yes*.
 - *If yes, please explain* - this field is enabled only if you selected *Yes* in the previous field. Explain briefly why you object to contacting your current employer.

If this is a non-United Nations position, the Non-UN Employer Address section will be displayed, proceed to complete this section. In the *Non-UN Employer Address* section, it is not necessary to complete the addresses of your past employers. Proceed to the *Employment Details* section and complete the following information:

- *Type of Business* - indicate the business sector this employer belongs to, such as, Consulting, Government, International Organization, Non-Government Organization (NGO), Private Sector, Self-Employed and Services. If the applicable business sector is not in the list select '*Other*'.
 - *If Other, please explain* - if Other was selected, explain the nature of business in this field.
- *Job Family*- select from the list the job family that best describes the field of work or similarity of functions. A job family is a group of occupations based upon work performed, skills, education, training and credentials.
- *Field of Work* - select from the list of work that best describes your experience.
- *Area of Specialty* - click on the Lookup icon and select from the list. Area of specialty refers to the specific skills or knowledge performed on the job. Only areas of specialty associated with the selected Field of Work will appear in the list.
- *Employment type* - select the type of employment held at this employer, e.g. full time, part time, intern or other. Please note that any experience listed as *other* will not be counted as qualifying experience. Describe the position you hold/held if not a full time position, e.g. 'Part time employee because I was attending school for my degree.'
- *Currency* - click on the Look-up icon and select the currency code in which you were/are paid. You can also type in the currency code, if known.
- *Number of Employees Supervised* - if you held a supervisory role, enter the number of employees you directly supervised.
- *Kind of Employees directly Supervised* - select the type of employees you directly supervised.

- *Description of duties* - describe the tasks performed on the job on a daily basis. Duties describe the specific responsibilities of the job. They accurately reflect what the applicant is doing or has done in each job he/she has held. The character limit for this field is 2,500 characters.
- *Summarize your achievements* - describe what you have accomplished and achieved during the stated period of employment, as opposed to the tasks performed on a daily basis. The applicant should describe what he/she has accomplished and achieved during the stated period of employment as opposed to the tasks performed. The character limit for this field is 3,700 characters.
- *Reason for leaving* - briefly explain why you separated from this position/employer.

Once you have entered all the required information, click on the *Save* button to save all entries made.

Repeat the above steps for each employer and position held by clicking on the *Add Work Experience* button. Otherwise, proceed to complete the Education Details section.

Education Details

Starting with the highest education level obtained, list the schools and universities you have attended from age 14 and higher in reverse chronological order, and duly complete all fields. UN Trainings, if any, are indicated under Skills described in the next section.

When evaluating academic credentials of staff members and applicants, the United Nations is guided by the 'World Higher Education Database (WHED)' compiled by the United Nations Educational, Scientific and Cultural Organization's (UNESCO) and the International Association of Universities (IAU). This database provides a comprehensive list of higher education institutions sanctioned or accredited by competent national authorities in participating countries (referred to as the 'IAU/UNESCO List').

Taking fully into account that the Member States have different education systems, the United Nations references the credential level determined by competent national authorities conferred by an institution in the participating countries provided in the IAU/UNESCO List. This credential level is therefore referenced and used to determine the equivalence of the applicant's degree.

Scenario 1 - Institutions listed in IAU/UNESCO

Step 1 - Adding Education Details

Click on the *Education & Work experience* tab, and then click on the *Add Education* button. The *Add Education Details* page will open.



Step 2 - Navigating the 'Add Education Details Page'

For the Add Education Details page, please ensure that the following required fields, indicated with an asterisk (*), are completed:

Click on the dropdown '*Type of Institution*' and select '*University/Tertiary*'.

- Select country where attended.
- For the question '*Attended in the same country?*' select '*Yes*'. If you did not study in the same country, please select '*No*' and proceed to complete '*Country where attended*'.
- Type in the *City* where attended.
- Click on *Name of Institution* look-up to search and select your institution from the IAU/UNESCO list. If you cannot find your institution, please refer to Scenario 2.
- Select *Degree/Diploma*
- Select *Main Course of Study*
- Select *Field of Study*
- Complete the remaining required fields, marked with an asterisk (*).

Click *Save* after the completion of each section.

Application

Add Education Details

List schools, universities or other formal training or education from age 14 (e.g., high schools, technical schools or apprenticeships, universities etc.).

Licenses, professional certificates and United Nations exams should be listed separately under the "Skills" tab.

Save

Cancel


Enter Education Details

*Type of Institution:

*Country:

*Attended in the same country? ☒ Yes ☐ No

*City where attended:

*Name of Institution: 

Institution Web Site:

*Degree/Diploma:

*Main Course of Study:

*Field of Study:

Specialization:

*Title in English or French:

*Exact Title in original Language:

*Degree Obtained: ☒ Yes ☐ No

*Attended: From: To:

*Enrollment Status: ☒ Full-Time ☐ Part-Time

*Teaching Method:

Additional Comments:

If your exact choice is not listed in the drop-down menus, please select the closest relevant option and explain in the "Additional Comments".

Save

Cancel

* Required Field

Look Up

Search by: begins with

Look Up Cancel Advanced Lookup

Search Results

New 100 First 1-19 of 19 Last

Long Description
Bugema University
Busoga University
Fairland University
Gulu University
International Health Sciences University
Islamic University in Uganda
Kampala International University
Kampala University
Kyambogo University
Mbarara University
Mbarara University of Science and Technology
Mountains of the Moon University
Namasagali University
Ndejje University

Scenario 2 - Institutions not listed in IAU/UNESCO

If you do not find the name of your institution when clicking on “Name of Institution”, please complete the following steps:

- Type “Other Institution” in the *Name of Institution* field and press Enter. The ‘Please enter name of institution’ field will appear below.
- Manually complete the fields ‘Please enter name of institution’ and ‘City where attended’. The field ‘Institution Web Site’ is optional.
- Proceed with the remaining steps as with Scenario 1.

When selecting ‘Military Academy’, ‘Other’ or ‘Seminary’ in the *Type of institution* field, the procedure will be identical.

Application

Add Education Details

List schools, universities or other formal training or education from age 14 (e.g., high schools, technical schools or apprenticeships, universities etc.).

Licenses, professional certificates and United Nations exams should be listed separately under the “Skills” tab.

Save

Cancel

Enter Education Details

*Type of Institution:

University/Tertiary

*Country:

Uganda

*Attended in the same country?

☒ Yes ☐ No

*City where attended:

*Name of Institution:

Other Institution

*Please enter name of institution:

Institution Web Site:

Scenario 3 - Application is in Draft and you wish to submit this application

When clicking the *Submit* button for your application, a message indicating incomplete information will appear.

✓ Screening Questions

✓ Preferences

Education & Work Experience

✓ Skills

✓ References

✓ Cover Letter & Additional Information

Preview & Submit

✗

There is incomplete information in the following tab(s):
Education & Work Experience
Please click on the corresponding tab(s) above and enter the missing information before submitting again.

Submit

Close

Go to the *Education & Work Experience* tab. A message with the details of the education entries to be reviewed will be displayed.

✓ Screening Questions

✓ Preferences

Education & Work Experience

✓ Skills

✓ References

✓ Cover Letter & Additional Information

Preview & Submit

✗

Please review the following incomplete item(s):
Due to enhancements made to the application, there are one or more entries for Education Details that need to be completed. Please review all your entries for Education Details and complete accordingly before submitting your application.
Education Details: 5

Save

Close

On the same page, in the *Education Details* section, click on the education entry you wish to review and re-enter your education details using the dropdowns and lookups for the highlighted fields, e.g. *Country, Name of Institution, Degree/Diploma*.

Education Details					
List schools, universities or other formal training or education from age 14 (e.g., high schools, technical schools or apprenticeships, universities etc.).					
Higher Education/University degrees					
School	Degree/Diploma	Level of Degree	From	To	
Acharya Nagarjuna Vishwavidyalayamu	Bachelor's Degree	Bachelors or Equivalent	03/01/2012	24/01/2012	Delete
Luxembourg Polytechnic	Doctorat	Doctorate or Equivalent	02/01/2012	24/01/2012	Delete
S		Bachelors or Equivalent	02/01/2010	26/01/2012	Delete

Information on additional fields

- *Degree Obtained* - specify whether or not you obtained the degree. If *No*, select the reason why you did not or have not yet obtained the degree.
 - If *No*, please briefly explain - if you selected *Other*, please explain, and enter why you did not obtain the degree from the institution (as applicable).
- *Attended (From)* - click on the Calendar icon and select the date when you started attending the education institution.
- *Attended (To)* - click on the Calendar icon and select the date when you finished attending the education institution, if applicable. If you are still pursuing your degree, you can leave this field blank.
- *Additional Comments* - enter any comments that support or clarify course and field of studies indicated. If *Other* was selected in the previous two fields or the *Teaching Method* field, then provide a brief explanation. Up to 256 characters can be entered in this field
- *Teaching Method* - select the method used to present this course. If *Other* is selected, provide a brief explanation in the Additional Comments field.
- *Title in English or French* - enter the title, in English or French, of the degree earned.
- *Enrollment Status* - select whether you were attending the educational institution on a full-time or part-time basis.

Click on the Save button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the Save button.

Repeat the above steps for each degree obtained by clicking on the Add Education Details button. When completed, proceed to complete the Skills section.

SKILLS

In this section you should provide details on skills you possess that are relevant to the position you are seeking.

Click on the Skills tab, the Skills page appears. The Skills section consists of the following sub-sections:

- UN Training and Learning
- Licenses and Certificates
- Languages
- Publications

Complete Application > Skills

✓ Screening Questions ✓ Preferences ✓ Education & Work Experience ✓ Skills ✓ References ✓ Cover Letter & Additional Information Preview & Submit

Save

Close

United Nations Training and Learning

List training and learning activities you completed as part of the United Nations development initiatives.

Training	Start Date	Delete
CBI	08/11/2011	Delete

Add United Nations Training and Learning

Licenses and Certificates

List licenses, professional certificates or United Nations exams.

License or Certificate	Date Obtained	Delete
Associate Chartered Accountant	16/11/2010	Delete

Add Licenses and Certificates

Languages

English and French are both working languages of the UN Secretariat. Please indicate your level of proficiency in either of the two, along with other languages that you may possess.

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency	Understanding Proficiency	Delete
Ellice	Basic	Basic	Basic	Basic	Delete

Add Languages

Publications

Please list all significant and relevant published books, articles, journals and reports that you have written.

Publication	Date Published	Journal ISBN / ISSN	Delete
Documentation Guidelines	01/11/2008		Delete

Add Publication

Save

Close


Click on the *Add United Nations Training and Learning* button and complete the relevant fields. This section applies only to current and former United Nations staff members. Indicate UN Training courses attended, if any, including any UN Training certificates. Where this is not the case, this section should be left blank.

Application

Add United Nations Training and Learning

List training and learning activities you completed as part of the United Nations development initiatives.

Training and learning activities completed outside the United Nations should be listed separately under the "Education and Work Experience" tab.

UN Training courses	
*UN Training	Competency Based Interview
*Date:	09/09/2011 

* Required Field

- *UN training* - Enter the name of the UN training course attended. The character limit for this field is 100 characters.
- *Date* - click on the Calendar icon and select the date when you completed the training.
- Click on the *Save* button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the *Save* button.

Repeat the above steps for each UN Training course you completed. Otherwise, proceed to the Licenses and Certificates section, if applicable.

Add Licenses and Certificates

The *Add Licenses and Certificates* section allows you to list any licenses or certificates obtained from recognized authorities, other than UN training certificates, as well as the successful passing of any of the United Nations Examinations.

Click on the Add Licenses and Certificates button and complete the following fields.

- *Certificate* - select the license or certificate received.
- *Field of Study or brief description* - briefly describe the training received to obtain the license or certificate.
- *Date Obtained* - click on the Calendar icon and select the date when you obtained or plan to obtain the license or certification.
- Click on the *Save* button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the *Save* button.

Repeat the above steps for each license and certificate obtained by clicking on the *Add Licenses and Certificates* button. Otherwise, proceed to the Languages section.

Languages

The Organization uses the descriptive levels Basic, Confident and Proficient to characterize a person's ability to read/speak/understand/write a specified language. Each higher level implies control over the previous levels' functions and accuracy.

In this section you should state your mother tongue (primary language) and indicate your knowledge of the United Nations two (2) working languages (English and French), along with any other languages that you may possess.

The language proficiency levels are defined as follows:

- **Fluent** - The capacity to achieve most communicative goals and express oneself on a familiar range of topics.
- **Confident** - The ability to communicate in a limited way in familiar situations and to deal in a general way with non routine information.
- **Basic** - The ability to deal with simple, straightforward information and begin to express oneself in limited contexts.

Click on the Add Languages button and complete the following fields:

- *Language* - select the language you possess knowledge of, including your mother tongue.
- *Reading Proficiency* - select your level of proficiency to read the selected language.
- *Speaking Proficiency* - select your level of proficiency to speak the selected language.
- *Understanding Proficiency* - select your level of proficiency to understand the selected language.
- *Writing Proficiency* - select your level of proficiency to write the selected language.
- *How Acquired?* - indicate the manner in which the language skill was acquired.
- *Mother/Principal Tongue* - indicate if the language specified is your mother/principal tongue.
- *Successfully Passed UN Language Proficiency Exam?* - this field applies to UN staff, indicate if you passed the official UN Language Proficiency Examination in any of the six official United Nations languages (Arabic, Chinese, English, French, Russian, Spanish), where applicable.
- Click on the *Save* button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the *Save* button.

Repeat the above steps for each language you possess knowledge of, including your mother tongue, the two (2) UN working languages (English and French) and any other language required for the position. Click on the *Add Languages* button to add additional languages. Otherwise, proceed to the Publications section, if applicable.

Publications

While this is not necessary, the applicant can list any recognized publications. The Organization will request additional information as and when required, but the applicant may attach a copy of the publication through the *Add Attachment* link under the Cover Letter and Additional Information section, if the published document is not larger than the maximum combined attached file sizes of 1 Mb. The PDF version of a document is preferred.

The screenshot shows the 'Add Publications' form within an application interface. At the top, there is a link for 'Application' and a heading 'Add Publications'. Below this, a instruction reads: 'Please list all significant and relevant published books, articles, journals and reports that you have written.' The form itself is titled 'Enter Publications' and contains three main input fields: 'Title of Publication' (with the text 'Training for the 21st Century'), 'Journal/Publisher' (with the text 'Welly and Sons'), and 'Date published' (with a date picker set to '09/09/1999'). At the bottom of the form are 'Save' and 'Cancel' buttons. A footnote at the bottom left states '* Required Field'.

Click on the *Add Publication* button and complete the following fields.

- *Title of Publication* - enter the title of the publication which you authored or co-authored.
- *Journal/Publisher* - enter the name of journal or publisher that published your work.

- *Date Published* - click on the Calendar icon and specify the date when the work was published.

Click on the *Save* button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the *Save* button.

Repeat the above steps for each publication you have written by clicking on the *Add Publication* button. Otherwise, proceed to the References section.

REFERENCES

You are required to list two (2) persons as contact references who can attest to your work history and qualifications. You can include present or past supervisors, colleagues, mentors and/or thesis advisors, but not any family members.

Click on the References tab, the References page appears. Click on the *Add References* button and complete the following fields:

- *Reference Type* - indicate the nature of acquaintance between you and your reference.
- *Reference Name* - enter the name of your reference.
- *Position* - enter the position/title held by your reference.
- *Organization* - enter the name of the organization with which the reference is associated.
- *Telephone* - enter the reference's current telephone number including the country code, area code, and extension, if any.
- *E-mail* - enter the reference's current e-mail address.
- *Country* - select the reference's country of residence.
- *Address 1* through *Address 3* - enter the address where the reference can be reached by postal mail. Depending on where the reference wants to be reached, this may be the reference's home address or employment address. Include a comma after the street name for easier readability on the print version.
- *City* - indicate the name of the city, town or village. Include a comma after the city name for easier readability on the print version.
- *State* - indicate the name of state, where applicable.
- *Postal* - indicate the postal zip code.
- *County* - indicate the name of country, where applicable.
- *How do you know this person?* - indicate how you came to know your reference. If none of the selections apply, choose *Other*.
- If *Other*, specify - if you selected *Other* in the previous field, and then briefly describe the nature of your relationship with your reference.
- Click on the *Save* button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the *Save* button.

Repeat the above steps for each reference you need to add by clicking on the *Add Reference* button. Remember, you must provide two (2) references. The letters of recommendation written by your references must be attached to your application in the '*Attachments*' tab.

COVER LETTER AND ADDITIONAL INFORMATION

This section should be completed once you have identified a position to which you would like to apply. It allows you to create a cover letter that is specific to the position you are applying for, relating your skills and experience to those noted in the job opening. In addition, you are required to attach additional information that is required by the job opening. Please note that résumés or CVs are not accepted.

Cover Letter

Your cover letter should be brief (three to four paragraphs) and should be as targeted as possible to the position for which you are applying. The cover letter should focus on the most relevant parts of your background that relate to the job opening. You are expected to describe how your experience, qualifications and competencies match the position for which you are applying.

Click on the *Save* button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the *Save* button.

Complete Application > Cover Letter & Additional Info

You are applying for: UAT ACCOUNTANT

✓ Screening Questions

✓ Preferences

✓ Education & Work Experience

✓ Skills

✓ References

✓ Cover Letter & Additional Information

Preview & Submit

Save

Close

Cover Letter & Additional Info

*Cover Letter:
Describe how your experience, qualifications and competencies match the position for which you are applying.

fgdgfd

Please attach any relevant file(s) up to 1 MB total (e.g two latest e-PASEs for UN staff, Academic Credentials, Work Certificates). CVs and resumes are not accepted in this application process.

File Name	Description		
		View	Delete

Add Attachment

Have you ever been indicted fined or imprisoned for the violation of any law (excluding minor traffic violations)?

☒ Yes

☐ No

Reason:

Resolution:

Please explain briefly
(254 Characters)

*Are you a successful candidate of the National Competitive Recruitment Examination?

☐ Yes

☒ No

ATTACHMENTS

It is of vital importance that every internship application that you submit via the Careers Portal is complete, which means that ALL of the relevant documents described in the special notice section of the job posting you are applying for must be attached to your application.

If you submit an incomplete application (missing even 1 of the documents listed below), your application WILL NOT BE REVIEWED. Please note that you cannot add any documents to your application after you have submitted it, so each application must have ALL the documents attached when you submit it. Please also note that even if you withdraw your application because you realize late that it is incomplete, you will not be allowed to reapply for the same internship vacancy.

YOUR APPLICATION IS CONSIDERED INCOMPLETE IF IT DOES NOT HAVE ALL OF THE DOCUMENTS LISTED IN THE JOB POSTING ATTACHED TO IT, AND WILL NOT BE REVIEWED!

YOU ARE EXPECTED TO ATTACH ALL OF THE FOLLOWING DOCUMENTS IN ENGLISH OR FRENCH TO EVERY ICTY INTERNSHIP APPLICATION:

1. completed ICTY Intern Acceptance and Undertaking
2. completed Internship preference and availability form
3. Two (2) letters of recommendation
4. Copies of university/law studies transcripts (including courses taken and grades received)
5. A photocopy of your valid medical insurance **OR** a signed statement confirming your intent to obtain medical insurance while you are in the Netherlands

FOR LEGAL INTERNSHIP APPLICATIONS ONLY, YOU SHOULD ALSO ATTACH:

6. A sample of your written work preferably in a field relevant to the work of the Tribunal and not longer than ten pages

Since it is not customized to accept ICTY internship applications, the Careers Portal does not refer specifically the attachments that are required to apply for an ICTY internship. To attach the documents listed above, follow the steps below:

Please attach any relevant file(s) up to 1 MB total (e.g two latest e-PASes for UN staff, Academic Credentials, Work Certificates). CVs and resumes are not accepted in this application process.

Attachments			
File Name	Description		
		View	Delete

[Add Attachment](#)

To add attachments to your application, click on the *Add Attachment* button:

- Click on the *Browse* button, locate and select the file to attach. The file path will appear in the Browse field.
- Click on the *Upload* button to attach the document. The attachment will appear in the Attachment section.
- Click on the *Save* button to save all entries made. Upon saving, a message may appear stating that some mandatory fields are empty or missing, if any, and must be completed. The required fields that need to be completed appear in red. Make sure you have completed all the mandatory fields correctly and then click on the *Save* button.

Repeat steps 1- 4 for each attachment by clicking on the '*Add Attachment*' button. Otherwise, proceed to the next step.

Please note that the total size of all attachments can not exceed 1 MB. Therefore, if necessary compress the file when possible, i.e. use a file in PDF format or use WinZip or other software to compress the file.

Have you ever been indicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

If *No*, the next three fields will be disabled. If *Yes*, proceed to answer the remaining fields.

Have you ever been indicted fined or imprisoned for the violation of any law (excluding minor traffic violations)? ☒ Yes ☐ No

Reason: Resolution:

Please explain briefly
(254 Characters)

- If *Yes*, *Reason* - select the reason for the violation. If you selected *Other*, then provide a brief explanation.
- *Resolution* - select how the violation was resolved. If you selected *Other*, then provide a brief explanation.
- *Please explain briefly* - enter other pertinent information that may shed light on the violation committed.

Are you a successful candidate of the National Competitive Recruitment Examination?

This section collects information on the Young Professionals Programme (previously known as the National Competitive Recruitment Examination (NCRE)), where applicable. The National Competitive Recruitment Examination is an objective and competitive process that targets highly qualified junior professional staff from member states inadequately represented in the Secretariat. The YPP (previously the NCRE) is held on a yearly basis.

Such exams are open to nationals of Member States participating in the yearly national competitive recruitment examination (the list of participating countries is published every year) who hold at least a first-level university degree and are not more than 32 years old. More information is available at the United Nations Careers Portal careers.un.org/ under the link “National competitive recruitment examination”.

Similarly, information on having successfully passed the competitive examinations for language positions should also be entered here.

- *Are you a successful candidate of the National Competitive Recruitment Examination?* - indicate whether you have passed a National Competitive Recruitment Examination (now known as the Young Professionals Programme). If *Yes*, complete the fields that follow. If *No*, proceed to the next step.

Are you a successful candidate of the National Competitive Recruitment Examination? ☒ Yes ☐ No

If yes, please enter the year and job family in which you passed the exam.

	*Year	*Job Family	
1	<input type="text" value="2009"/>	<input type="text" value="Human Resources"/>	
2	<input type="text" value="2011"/>	<input type="text" value="Administration"/>	

[Add another exam entry](#)

- *Year* - select the year you took the YPP (previously the NCRE).
- *Job Family* - select the job family in which you passed the YPP (previously the NCRE).
- Repeat the above steps if you had passed more than one YPP (previously the NCRE).

Click on the *Save* button to save your entries before proceeding to the Family Details section.

ADDITIONAL INFORMATION

You can confirm the following information for the specific application:

- Nationality at Birth
- Multiple Nationalities
- Relatives employed by the United Nations

Once your application is completed, click on the *Preview and Submit* tab. You will be should a summary of the information contained within your application. Review your application to ensure it is accurate.

Complete Application > Preview & Submit

You are applying for: Public Information Officer

✓ Screening Questions ✓ Preferences Education & Work Experience ✓ Skills ✓ References ✓ Cover Letter & Additional Information **Preview & Submit**

[Submit](#) [Close](#)

Preview & Submit

▼ Screening Questions Summary

Screening Questions:

- Do you have a minimum of five years of progressively responsible experience in administration, finance, accounting, human resources management or related field? **Yes**
- Do you have any experience in preparing reports, conducting presentations, and making recommendations? **Yes**
- Have you ever project-managed the development of an electronic publishing platform?
- Are you expert in current and new digital publishing standards and practices?
- Do have experience in defining and managing high-profile communications challenges?
- Do you have experience in conceptualizing, designing and implementing major public information campaigns?
- Do you have a minimum of five years of progressively responsible experience in public information, journalism, international relations, public administration or related area?
- Do you have experience in liaising and building support for critical issues?
- Do you have experience representing an organization at international / national levels?
- Do you have experience mentoring and coaching others?

▼ Preferences Summary

How did you come to apply for employment with the UN? **Campus Presentation by UN**

Would you accept short-term assignments of less than 12 months? **Yes**

Click on the *Submit* button. The Submit Online Application page appears.

Submit Online Application

Terms and Agreements

Please read carefully and click the box to certify

I certify that all of the statements made in this application are true, complete and are made in good faith. I understand that falsifying or intentionally withholding information will be grounds for rejection of my application or the withdrawal of any offer of appointment or, if an appointment has been accepted, for its immediate cancellation or termination.

No changes can be made after this application has been submitted. Please review your application before you hit the "Certify and Submit Application" button below.

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

☒ I agree to these terms ☐ I do not agree to these terms

[Certify and Submit Application](#)

[Cancel](#)

[Return to Previous Page](#)

Review the terms and select *I agree to these terms*. Click on the *Certify and Submit Application* button. Your application will be submitted and will appear in your My Applications section with the status 'Applied'.

Track the Application

The list of job applications that you have saved or submitted is recorded under Careers Home > My Career Tools > Applications page.

The Applications page provides an overview of the application(s) that the applicant has saved (draft) or submitted along with the corresponding status remark. The status of a submitted application changes accordingly as it goes through the recruitment and selection process i.e. 'Applied', 'Under Consideration', 'Rostered', etc.

The applicant can also View/Print his/her application or PHP (Personal History Profile). The Application Date/Time display helps applicants keep track of the different versions of applications they may have previously created.

To Apply Using the Latest Saved Application

If you created a draft application prior to searching for a job opening, you can use that application when applying for in which you are interested.

- Log in to Inspira. The Careers Home page appears.
- On the Careers Home page, search for job opening(s)
- Locate the job opening you are interested in and click on the job title. The Job Opening page appears.
- Review the job opening description
- Click on the *Apply Now* button, the Apply Now page appears.

Apply Now

Apply Now

Before applying you are encouraged to carefully read the Instructional [Manual for the Applicant](#) and the general application information (How do I apply) on the [United Nations Careers](#) portal.

Please provide all required information. Incomplete applications will not be considered. If your exact choice is not listed in the drop-down menus, select the closest relevant option.

All application information is treated as confidential and will neither be used for commercial purposes nor be shared with other organisations without your written permission.

Information entered in this application is unique to this job opening and will not be applied to previous or future applications. This information can be edited for submission of future applications.

By selecting "Confirm" and then clicking "Continue" below you accept that you are aware of the available information and guidelines on how to complete an application.

☒ Confirm


Select how to start your application:

☐ Choose Existing Application ☒ Build New Application

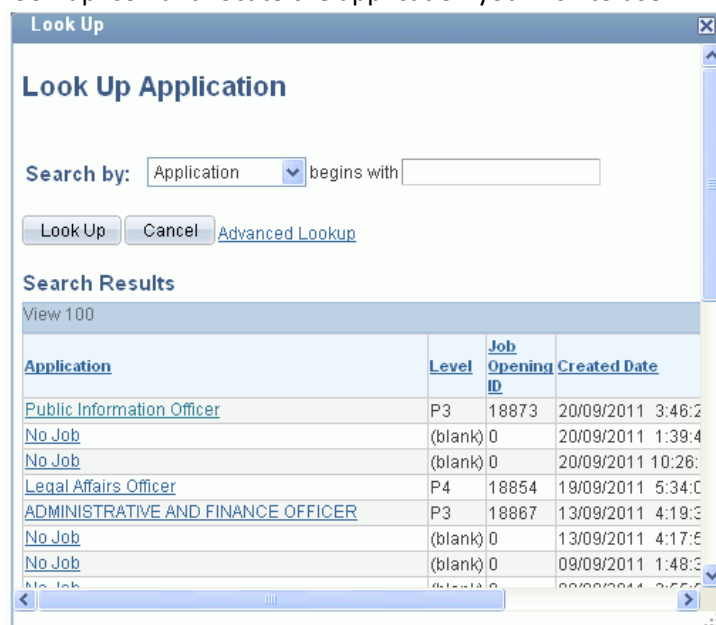
Continue

Cancel


- Review the information and select *Confirm*.
- Select *Choose Existing Application*, the Source Application Information field appears.

Source Application Information				
Application	Level	Job Opening ID	Created Date	Application Date
Public Information Officer 	P3	18873	20/09/2011 3:46:20PM	20/09/2011 3:46:21PM

- By default, the last created application appears, if you want to select another application, click on the Look-up icon and locate the application you wish to use.



Look Up Application

Search by: Application  begins with

[Advanced Lookup](#)

Search Results

View 100

Application	Level	Job Opening ID	Created Date
Public Information Officer	P3	18873	20/09/2011 3:46:2
No Job	(blank)	0	20/09/2011 1:39:4
No Job	(blank)	0	20/09/2011 10:26:
Legal Affairs Officer	P4	18854	19/09/2011 5:34:C
ADMINISTRATIVE AND FINANCE OFFICER	P3	18867	13/09/2011 4:19:3
No Job	(blank)	0	13/09/2011 4:17:5
No Job	(blank)	0	09/09/2011 1:48:3
No Job	(blank)	0	08/09/2011 2:55:5

- Select the application; you can even select applications that you have already submitted to other job openings.
- Click on the *Continue* button. The Complete Application > Screening Questions page appears.
-

Complete Application > Screening Questions

You are applying for: [Public Information Officer](#)

Screening Questions

Please complete all questions listed below before submitting your application.

Do you have a minimum of five years of progressively responsible experience in administration, finance, accounting, human resources management or related field?

☐ Yes

☐ No

Do you have any experience in preparing reports, conducting presentations, and making recommendations?

☐ Yes

☐ No

- Proceed to answer all the questions that appear, and then click on the Preferences tab. Make any necessary changes.
- Once your application is completed, click on the *Preview and Submit* tab. Review your application to ensure that it is accurate.

Complete Application > Preview & Submit

You are applying for:

Public Information Officer

✓ Screening Questions

✓ Preferences

Education & Work Experience

✓ Skills

✓ References

✓ Cover Letter & Additional Information

Preview & Submit

Submit

Close

Preview & Submit

▼ Screening Questions Summary

Screening Questions:

- Do you have a minimum of five years of progressively responsible experience in administration, finance, accounting, human resources management or related field? **Yes**
- Do you have any experience in preparing reports, conducting presentations, and making recommendations? **Yes**
- Have you ever project-managed the development of an electronic publishing platform?
- Are you expert in current and new digital publishing standards and practices?
- Do have experience in defining and managing high-profile communications challenges?
- Do you have experience in conceptualizing, designing and implementing major public information campaigns?
- Do you have a minimum of five years of progressively responsible experience in public information, journalism, international relations, public administration or related area?
- Do you have experience in liaising and building support for critical issues?
- Do you have experience representing an organization at international / national levels?
- Do you have experience mentoring and coaching others?

▼ Preferences Summary

How did you come to apply for employment with the UN? **Campus Presentation by UN**
Would you accept short-term assignments of less than 12 months? **Yes**

- Click on the *Submit* button. The Submit Online Application page appears.

You reminded that your application is considered incomplete if it does not have all of the documents listed in the job posting attached to it, and will not be reviewed! Please check your application one final time right before you submit it to verify that all of the required documents are attached.

Submit Online Application

Terms and Agreements

Please read carefully and click the box to certify

I certify that all of the statements made in this application are true, complete and are made in good faith. I understand that falsifying or intentionally withholding information will be grounds for rejection of my application or the withdrawal of any offer of appointment or, if an appointment has been accepted, for its immediate cancellation or termination.

No changes can be made after this application has been submitted. Please review your application before you hit the "Certify and Submit Application" button below.

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

☒ I agree to these terms ☐ I do not agree to these terms

Certify and Submit Application

Cancel

[Return to Previous Page](#)

- Review the terms and select I agree to these terms.
- Click on the *Certify and Submit Application* button. Your application will be submitted and will appear in your My Applications section with the status 'Applied'.

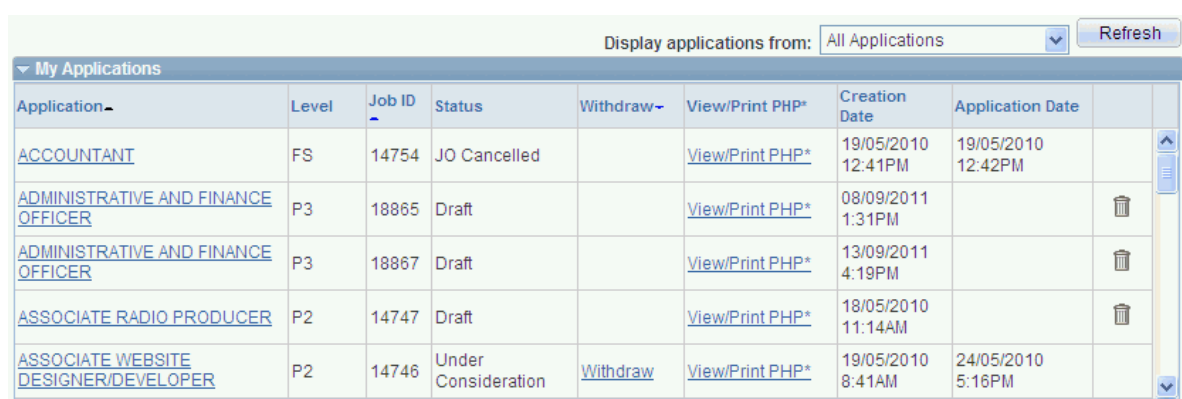
MANAGING YOUR APPLICATIONS

Managing Multiple Draft Applications

Inspira allows you to prepare and save one or more fully or partially completed draft applications without applying immediately to a job opening(s). This allows you to prepare several draft applications tailored to different types of job openings and to ensure that you have precise and effective applications.

Draft applications can be identified by the status 'Draft' in the My Applications list on the My Career Tools page.

- If a draft application is already linked to a job opening (you created it by choosing 'Apply Now' while viewing a particular job opening), it will show the job title in the Application column. You can only create one draft application per job opening.
- If the draft application is not yet linked to a job opening (you created it by choosing 'Create Draft Application' on the My Career Tools page), it will show 'No Job' in the Application column. You can create as many unlinked draft applications as you wish.
- You should delete draft applications you will not use anymore by clicking on the trash icon in the 'Delete' column. This will help you to maintain your applications.



Display applications from: All Applications Refresh							
▼ My Applications							
Application	Level	Job ID	Status	Withdraw	View/Print PHP*	Creation Date	Application Date
ACCOUNTANT	FS	14754	JO Cancelled		View/Print PHP*	19/05/2010 12:41PM	19/05/2010 12:42PM
ADMINISTRATIVE AND FINANCE OFFICER	P3	18865	Draft		View/Print PHP*	08/09/2011 1:31PM	
ADMINISTRATIVE AND FINANCE OFFICER	P3	18867	Draft		View/Print PHP*	13/09/2011 4:19PM	
ASSOCIATE RADIO PRODUCER	P2	14747	Draft		View/Print PHP*	18/05/2010 11:14AM	
ASSOCIATE WEBSITE DESIGNER/DEVELOPER	P2	14746	Under Consideration	Withdraw	View/Print PHP*	19/05/2010 8:41AM	24/05/2010 5:16PM

Once you have linked a draft application to a job opening or submitted it, you can still select it and modify accordingly for another job opening.

Withdrawing your Application from a Job Opening

- Log in to Inspira. The Careers Home page appears.
- All your draft and submitted applications appear in the My Applications section.
- Locate the application you wish to withdraw and click on the Withdraw button. The following message appears: 'You have selected to withdraw your application for the <job title> job opening. Please note that withdrawing your application will not allow you to submit a new application for the same job opening. Click OK to confirm your choice or CANCEL to quit.'
- Click on the OK button. The status of your application is changed from 'Applied' to Withdrawn.

Technical problems with Inspira

If you are having technical problems (such as being unable to log in to Inspira), or if you have a question on the technical aspects of how to use Inspira, please contact the Inspira Support Center: inspirasupport@un.org. You can also click on Inspira's 'contact us' tab once you have logged in. Questions submitted by e-mail are usually answered within 24 hours.

The ICTY Internship Office is unable to provide any technical assistance with Inspira.