

# Applying to a roster profile in the Global Personnel Recruitment System

## CONTENTS

I.	Before applying – what is a UNOPS roster profile? .....	2
II.	Log-in/Registration .....	2
III.	Searching for roster profiles .....	3
IV.	Applying to a roster profile .....	5
V.	After applying – next steps .....	10
VI.	Update or withdraw your application.....	10

## I. Before applying – what is a UNOPS roster profile?

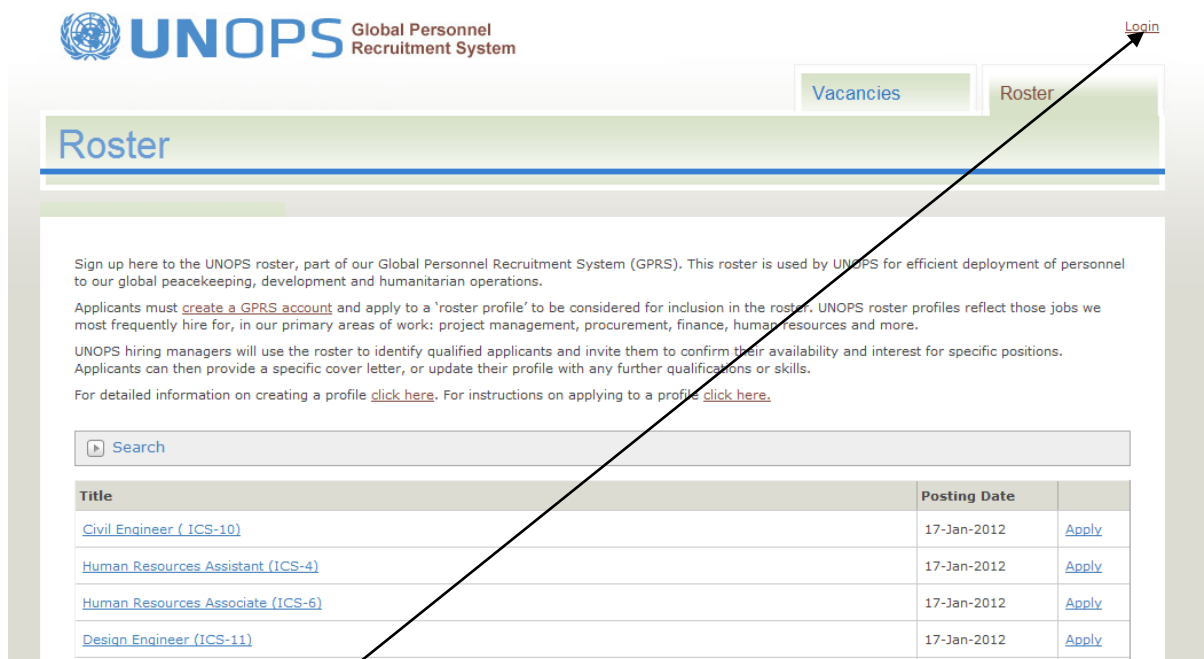
A roster profile is a generic job type in a specific area of work. Qualified candidates are invited to apply to the roster profiles which interest them.

UNOPS roster profiles reflect those jobs we most frequently hire for, in our primary areas of work. They do not necessarily indicate a current recruitment need. Most roster profiles will not have a closing date and will remain continuously open for new applications. When UNOPS needs to recruit, we will use our roster to identify qualified applicants and invite them to confirm their availability and interest as well as giving them an opportunity to provide a specific cover letter, or update their details with any additional qualifications or skills.

## II. Log-in/Registration

Visit the UNOPS external website [www.unops.org](http://www.unops.org), select '[Employment](#)', and then select

[View current roster profiles](#) (GPRS) to bring you to the front page of the application:



UNOPS Global Personnel Recruitment System

Vacancies Roster

### Roster

Sign up here to the UNOPS roster, part of our Global Personnel Recruitment System (GPRS). This roster is used by UNOPS for efficient deployment of personnel to our global peacekeeping, development and humanitarian operations.

Applicants must [create a GPRS account](#) and apply to a 'roster profile' to be considered for inclusion in the roster. UNOPS roster profiles reflect those jobs we most frequently hire for, in our primary areas of work: project management, procurement, finance, human resources and more.

UNOPS hiring managers will use the roster to identify qualified applicants and invite them to confirm their availability and interest for specific positions. Applicants can then provide a specific cover letter, or update their profile with any further qualifications or skills.

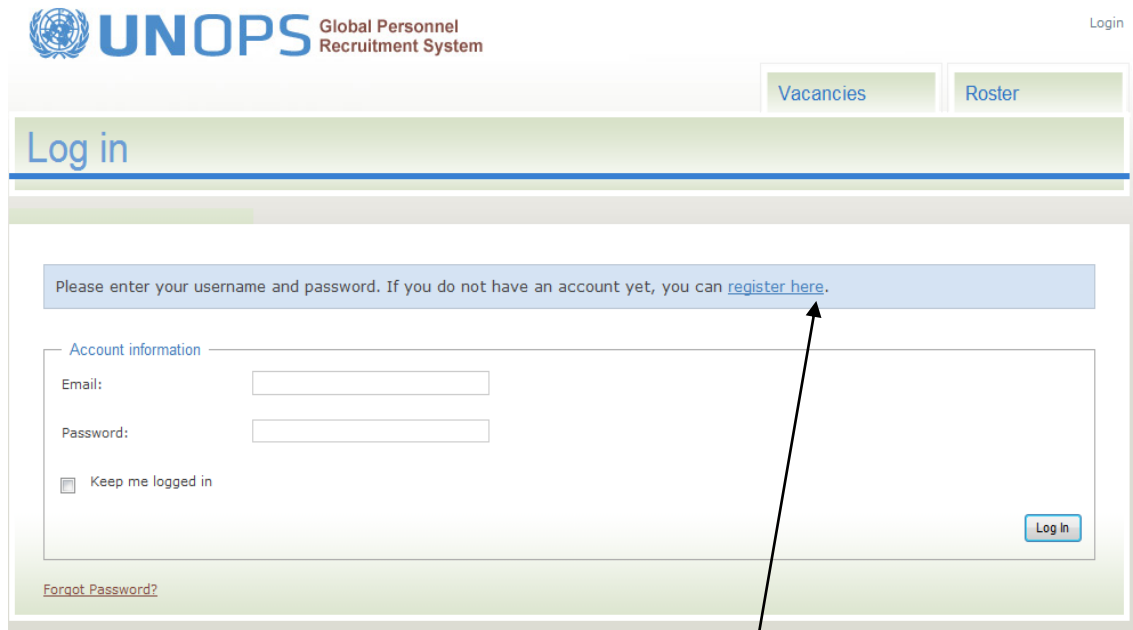
For detailed information on creating a profile [click here](#). For instructions on applying to a profile [click here](#).

Search

Title	Posting Date	
<a href="#">Civil Engineer ( ICS-10)</a>	17-Jan-2012	<a href="#">Apply</a>
<a href="#">Human Resources Assistant (ICS-4)</a>	17-Jan-2012	<a href="#">Apply</a>
<a href="#">Human Resources Associate (ICS-5)</a>	17-Jan-2012	<a href="#">Apply</a>
<a href="#">Design Engineer (ICS-11)</a>	17-Jan-2012	<a href="#">Apply</a>

By clicking on the 'Login' link in the upper right corner of this page, you will be directed to the page where you can log in.

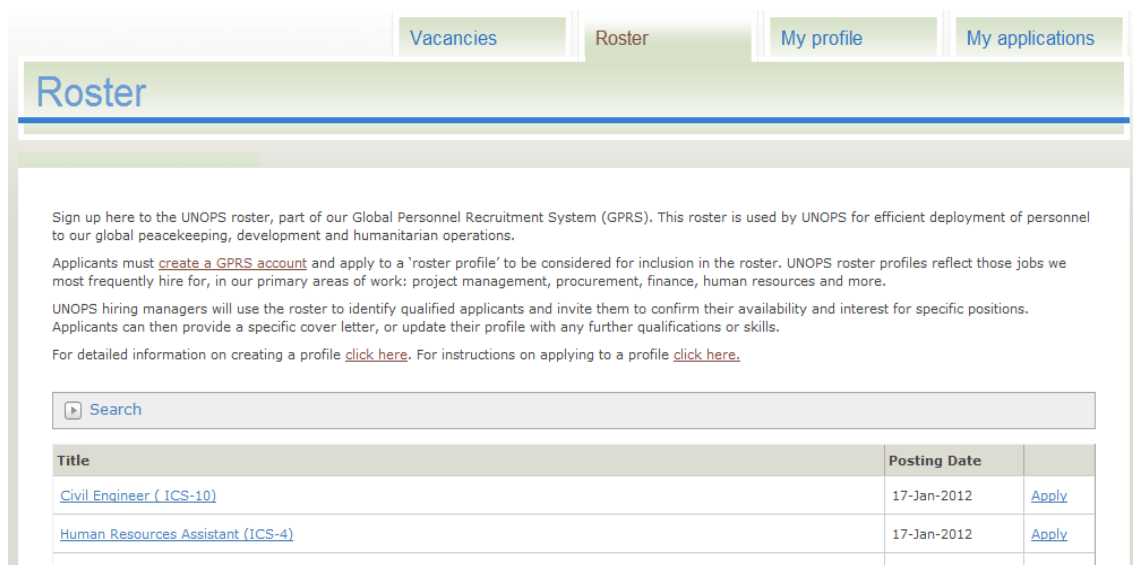
Please enter the email address and password you used when you created your personal profile:



N.B.: If you have not registered yet, please click on the 'register here' link and if you need help follow the step by step guide on account creation in ['how to create a personal profile in GPRS'](#)

### III. Searching for roster profiles

Once you are logged in, you will be redirected to the front page of the application, where you can view all roster openings currently posted.



Title	Posting Date	
<a href="#">Civil Engineer ( ICS-10)</a>	17-Jan-2012	<a href="#">Apply</a>
<a href="#">Human Resources Assistant (ICS-4)</a>	17-Jan-2012	<a href="#">Apply</a>

To narrow down your search for suitable roster profiles, please enter a key word, and press the 'search' button. To start a new search, please press the 'clear search' button.



Search

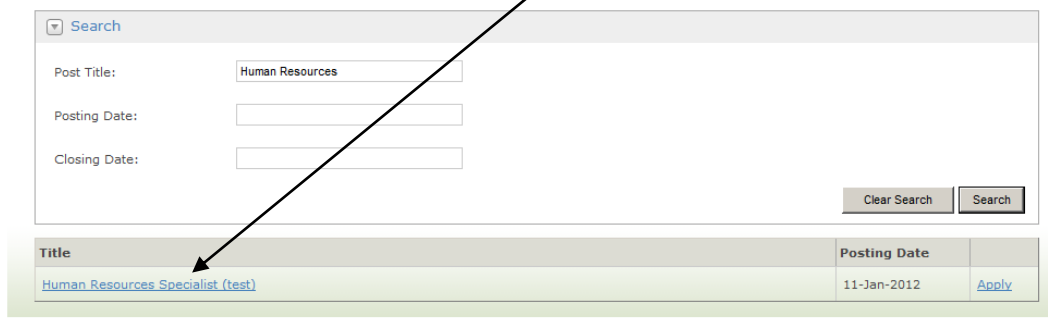
Post Title:

Posting Date:

Closing Date:

Clear Search Search

Your search will only show results if there are any profiles matching your criteria. To view the roster profile in question, please click the link in the 'title' column:



Search

Post Title:

Posting Date:

Closing Date:

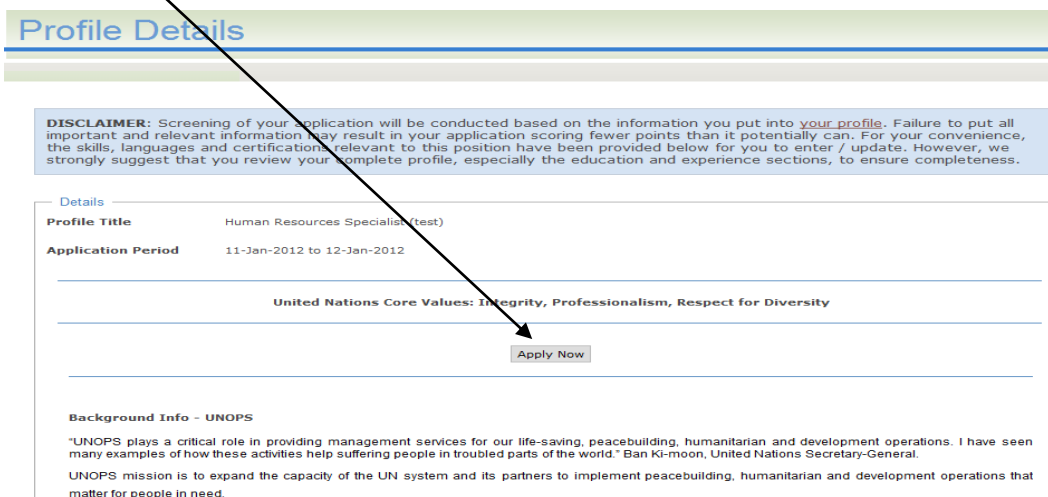
Clear Search Search

Title	Posting Date	
<a href="#">Human Resources Specialist (test)</a>	11-Jan-2012	<a href="#">Apply</a>

After clicking on the title of the profile, you will be able to see more detail.

If you see a match with your qualifications and wish to apply to this profile, please click on the 'apply now' button.

N.B.: before applying, you should make sure your personal account information or profile is complete, especially with regards to your work experience and education.



## Profile Details

**DISCLAIMER:** Screening of your application will be conducted based on the information you put into [your profile](#). Failure to put all important and relevant information may result in your application scoring fewer points than it potentially can. For your convenience, the skills, languages and certifications relevant to this position have been provided below for you to enter / update. However, we strongly suggest that you review your complete profile, especially the education and experience sections, to ensure completeness.

Details

**Profile Title** Human Resources Specialist (test)

**Application Period** 11-Jan-2012 to 12-Jan-2012

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

[Apply Now](#)

**Background Info - UNOPS**

"UNOPS plays a critical role in providing management services for our life-saving, peacebuilding, humanitarian and development operations. I have seen many examples of how these activities help suffering people in troubled parts of the world." Ban Ki-moon, United Nations Secretary-General.

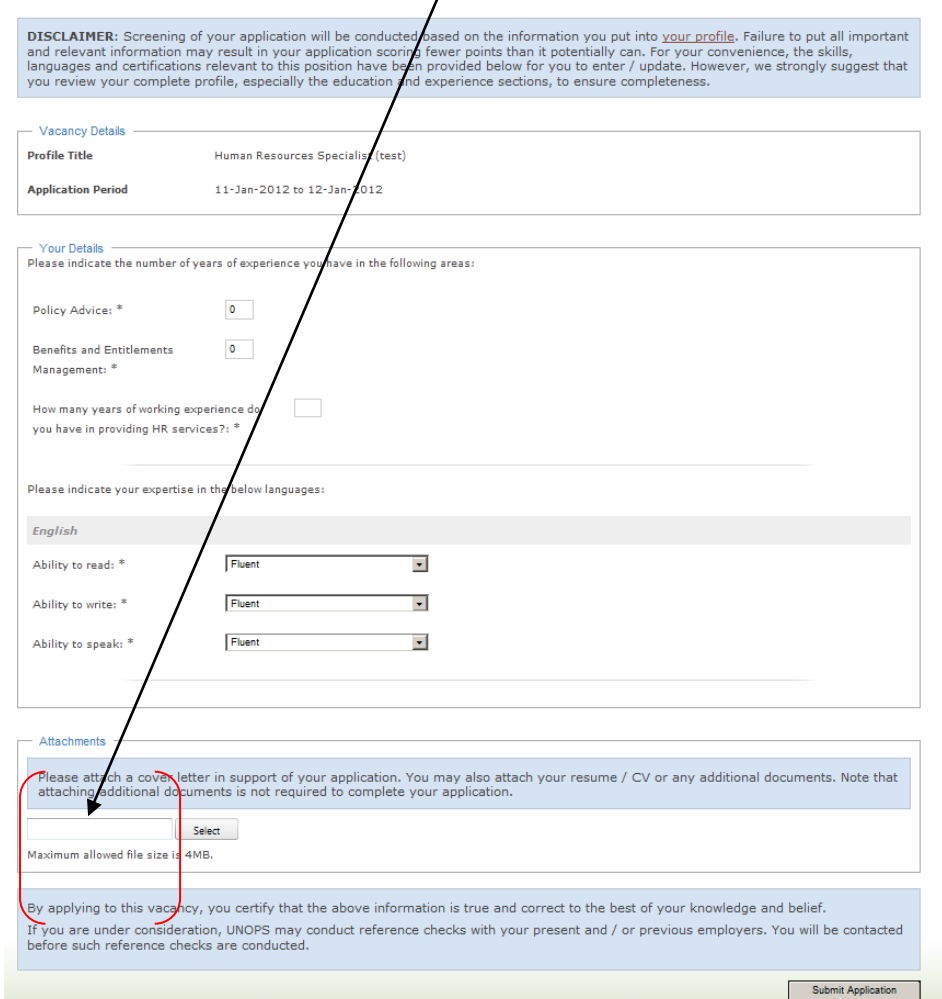
UNOPS mission is to expand the capacity of the UN system and its partners to implement peacebuilding, humanitarian and development operations that matter for people in need.

## IV. Applying to a roster profile

After clicking on the 'apply now' button, you will be prompted to enter information on your skills, languages and experience.

The application page will reflect any languages and skills you entered in your profile or used in previous applications. For example, if you entered in your profile that you speak English fluently, this information will be automatically visible in the application page. You will be prompted to enter more information about only those specific skills, certifications and languages that are relevant to the profile you are applying for. However, all the certifications, languages and skills that are already part of your profile along with details of your experience and education will be included in your application. The functionality to prompt you only for the skills, certifications and languages that are relevant to the roster you are applying for is just provided as a convenience to you.

You also have the possibility to attach documents to your application (for example a cover letter, a CV or certifications, but this is optional). The mandatory fields are marked with an asterisk (\*).



**DISCLAIMER:** Screening of your application will be conducted based on the information you put into [your profile](#). Failure to put all important and relevant information may result in your application scoring fewer points than it potentially can. For your convenience, the skills, languages and certifications relevant to this position have been provided below for you to enter / update. However, we strongly suggest that you review your complete profile, especially the education and experience sections, to ensure completeness.

**Vacancy Details**

**Profile Title** Human Resources Specialist (test)

**Application Period** 11-Jan-2012 to 12-Jan-2012

**Your Details**

Please indicate the number of years of experience you have in the following areas:

Policy Advice: \*

Benefits and Entitlements Management: \*

How many years of working experience do you have in providing HR services?: \*

Please indicate your expertise in the below languages:

**English**

Ability to read: \*

Ability to write: \*

Ability to speak: \*

**Attachments**

Please attach a cover letter in support of your application. You may also attach your resume / CV or any additional documents. Note that attaching additional documents is not required to complete your application.

Maximum allowed file size is 4MB.

By applying to this vacancy, you certify that the above information is true and correct to the best of your knowledge and belief. If you are under consideration, UNOPS may conduct reference checks with your present and / or previous employers. You will be contacted before such reference checks are conducted.

The attachments you already have in your profile are showing by default and you need to tick the ones you want to attach to the specific application.

Attachments

You may attach a cover letter, your resume/CV or any additional documents. We strongly recommend attaching a cover letter to each application, but please note that no attachments are required to complete your application.

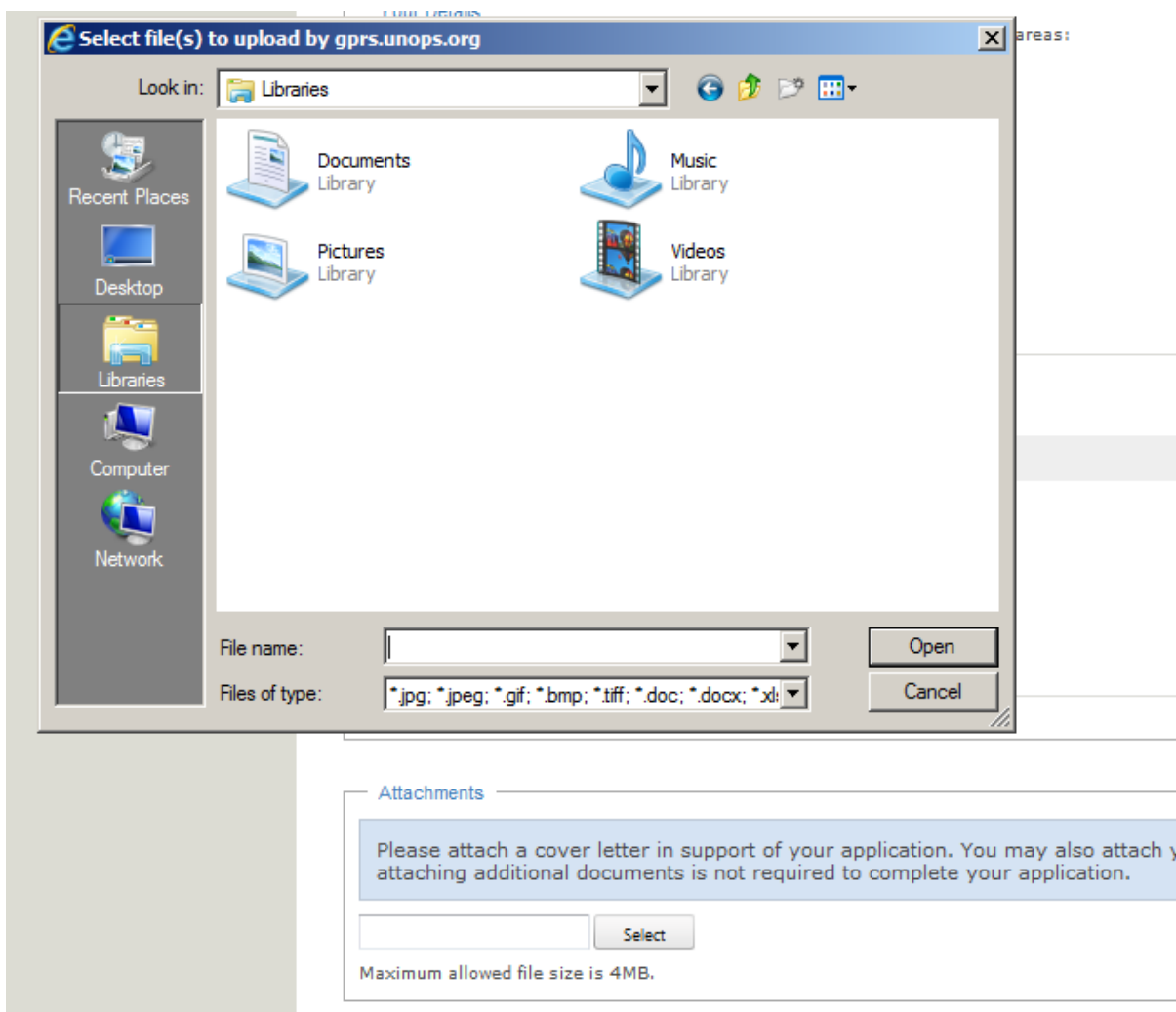
[Cover letter](#)

Maximum allowed file size is 4MB.

By applying to this vacancy, you certify that the above information is true and correct to the best of your knowledge and belief.

If you want to attach a document which is not already in your profile you need to upload it.

Please press the 'select' button in the 'attachments' section, choose the file you want to attach and double click on it.



The image shows a file selection dialog box titled "Select file(s) to upload by gprs.unops.org". The dialog is open to the "Libraries" folder, displaying icons for Documents Library, Music Library, Pictures Library, and Videos Library. The "File name" field is empty, and the "Files of type" dropdown is set to "\*.\*". The "Open" and "Cancel" buttons are visible at the bottom right of the dialog.

Below the dialog, the "Attachments" section of the application form is visible. It contains the same instructions as the first screenshot: "You may attach a cover letter, your resume/CV or any additional documents. We strongly recommend attaching a cover letter to each application, but please note that no attachments are required to complete your application." Below this text is a checkbox for "Cover letter", an empty text input field, and a "Select" button. At the bottom, it states "Maximum allowed file size is 4MB."

The file will be automatically added as an attachment to your application. You can remove it by clicking on the 'remove' icon next to it.

**Attachments**

Please attach a cover letter in support of your application. You may also attach your resume / CV or any additional documents. Note that attaching additional documents is not required to complete your application.

● CV.docx ✕ Remove

Maximum allowed file size is 4MB.

Once you have filled in all the required sections, please click on the 'submit application' button at the bottom right corner of the page.

**Vacancy Details**

**Profile Title** Human Resources Specialist (test)

**Application Period** 11-Jan-2012 to 12-Jan-2012

**Your Details**

Please indicate the number of years of experience you have in the following areas:

Policy Advice: \*  ✓

Benefits and Entitlements Management: \*  ✓

How many years of working experience do you have in providing HR services?: \*  ✓

Please indicate your expertise in the below languages:

**English**

Ability to read: \*  ✓

Ability to write: \*  ✓

Ability to speak: \*  ✓

**Attachments**

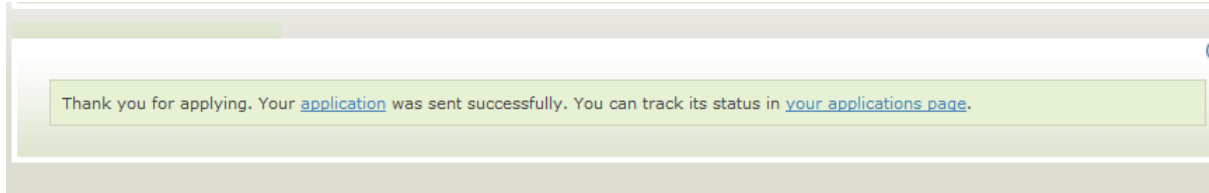
Please attach a cover letter in support of your application. You may also attach your resume / CV or any additional documents. Note that attaching additional documents is not required to complete your application.

● CV.docx ✕ Remove

Maximum allowed file size is 4MB.

By applying to this vacancy, you certify that the above information is true and correct to the best of your knowledge and belief. If you are under consideration, UNOPS may conduct reference checks with your present and / or previous employers. You will be contacted before such reference checks are conducted.

You will then see the screen below, and receive an email confirming that your application to this profile has been received. Please click on the 'application' link in the sentence below:



This will direct you to a printable version of your application, with all the relevant details:

## Application Details

[Print](#)

### John DOE

#### Summary

Nationality (Present/at Birth)	British/Belgian
Gender	Male
Years of Experience	5
Notice Period (days)	30

#### Personal Information

First Name	John
Middle Name(s)	
Last Name	DOE
Maiden Name	
Gender	Male
Date of Birth	11-Feb-1970
Nationality at Birth	Belgian
Present Nationality	British
Legal permanent residence of any country other than that of your nationality?	No
Marital Status	Single
Number of Dependents	0
Close relatives employed by the United Nations or one of its specialized agencies?	No
UN Index Number	
Limitations on your ability to perform in your prospective field of work?	NO
Limitations on your ability to travel?	NO
Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)?	No

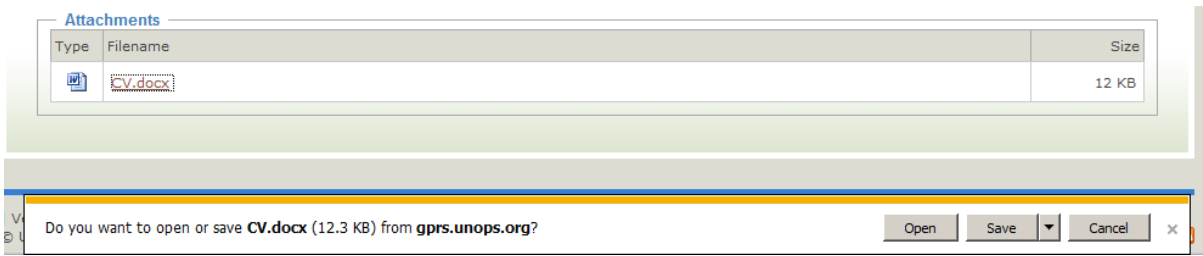
#### Experience (in reverse chronological order)

UNOPS - Jul-2009 to Present	
Functional Title	HR Analyst
Area of Work	HR
United Nations/UNOPS?	Yes/Yes
Number of Employees Supervised	0
Country	Bulgaria
Description of Duties	HR administration, serving as the primary contact for with regard to classification, compensation, recruitment, on-boarding, benefits, employee relations, merits, performance management, leaves of absence, and payroll. Responsible for overall and day-to-day personnel functions for 25 staff and 2-5 volunteers. A critical role of this position is to analyze, research and interpret HR policies working with multiple personnel programs.
Major Achievements	Implemented a new payroll system for contractors.
Reason for Leaving	N/A
Supervisor Name	John Kay
Supervisor Email	JohnKay@unops.org

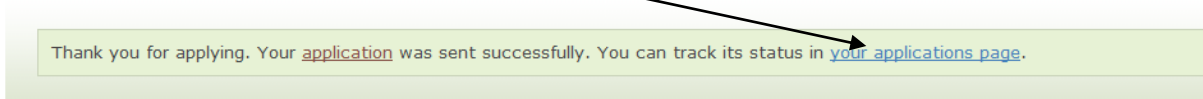
#### Education

From - Until	Year	Institution	Title	Level	Subject	Country
1985 - Present	1985	University of Belgium	Maîtrise en Gestion des Entreprises	Master's degree or equivalent	Business Administration	Belgium

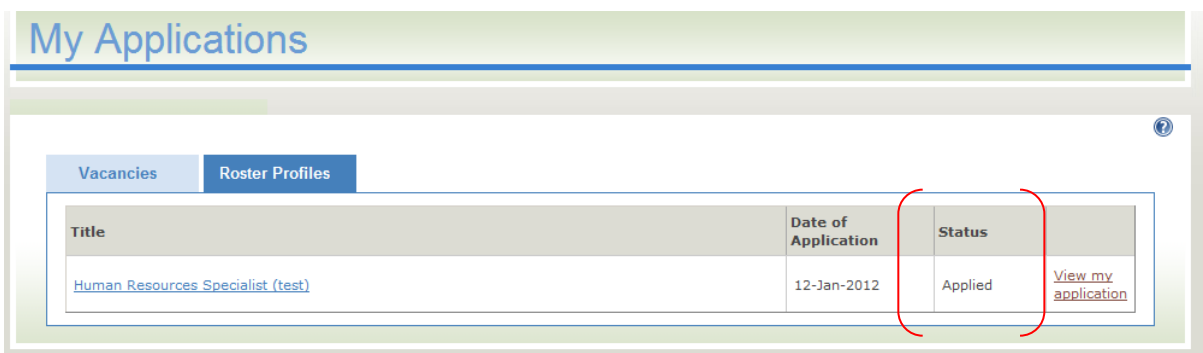
From this summary, you can also access files attached to your application:



If you click on the 'your applications page' link:



You will be redirected to the page called 'my applications'. On this page, you will notice that the status of your application is now 'applied'. You can access the details of the roster profile by clicking on the job title, and similarly you can access your application details by clicking on the link 'view my application'.



## V. After applying – next steps

The status of your application will remain 'applied' until one of the following happens:

- The entire pool is screened. At this point you will either pass the screening and remain in the pool as a pre-screened candidate, or you will not meet the requirements and will fail the screening and be removed. You will be informed either way. If you have failed the screening, you can update your profile and reapply to the pool at any time for reconsideration. Failing the screening does not impact on future applications.

- There is a specific recruitment need that matches your skills and experience. At this point you will be contacted and invited to confirm your interest and availability, and to update your details. You will then be assessed and if successful you will either be offered the post, or kept on the roster as a pre-screened applicant for future similar posts.
- You withdraw your application, using the link available.
- The pool is closed as UNOPS no longer has a need for this type of position.

Once you have applied, you will receive requests to update your profile on a regular basis.

## How to update or withdraw your application.

Log in to your profile and click on the tab 'My applications'

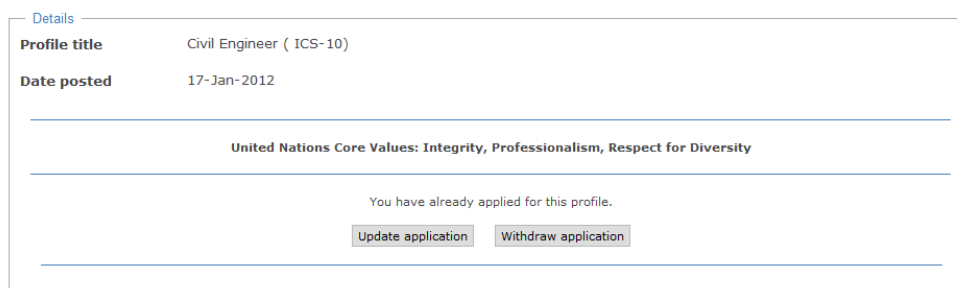


Title	Date of Application	Application Status	Profile Status	
<a href="#">Civil Engineer ( ICS-10)</a>	04-May-2012	Applied	Posted	<a href="#">View my application</a>

Click on the title of the position, where you want to update or withdraw your application.

## Roster Profile Details

**DISCLAIMER:** The screening of your application will be conducted based on the information in [your profile](#). Before applying, we strongly suggest that you review your profile to ensure completeness, especially the education and experience sections.



Details

**Profile title** Civil Engineer ( ICS-10)

**Date posted** 17-Jan-2012

---

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

---

You have already applied for this profile.

Select either Update application or Withdraw application.