

External Candidate - Apply for a Job

Step 1



External Candidate - Apply for a Job

This guide describes how to apply for a job as an external candidate through the career site.

Note: Follow each step as instructed; otherwise, the guide might stop. To start a guide over, return to the Home page.

Step 2



Navigate to the home page of the career site for external candidates.

Step 3

Enter the search criteria, and then select the **Search icon**.

Note: You can enter multiple criteria by separating with a comma.

or

Select **All Jobs** and use the filters to search within all existing jobs.

Click **Next** in this guide to continue.

Close Next

IOM
UN MIGRATION

Empowering You

FIND JOBS
Job title, skill, keyword

NEAR LOCATION
City, state, country

ALL JOBS (3) NEW JOBS (2) OTHER (1)

Enter the search criteria, and then select the **Search icon**.

Note: You can enter multiple criteria by separating with a comma.

or

Select **All Jobs** and use the filters to search within all existing jobs.

Click **Next** in this guide to continue.

Step 4

Scroll down to see relevant jobs.

The number of jobs that match your search criteria is indicated at the top of the list.

Click on relevant job link, in which you want to apply.

Click **Next** in this guide to continue.

Step 5

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You don't need to

Get started right away by simply using your email address. Your information is kept up to date automatically as you enter it.

Review the job description and job information on the page.

If the job description suits your expectations, click on **Apply Now** at the bottom of the page.

Close Back

Email Address *

I agree with the terms and conditions *

Review the job description and job information on the page.

If the job description suits your expectations, click on **Apply Now** at the bottom of the page.

Step 6

HM_Project Monitoring Officer_Manila

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If you are logged in, you will be prompted to agree to the terms and conditions. Click **Agree**. If not, you will be asked to enter the **E-mail address** and click **Next**.

For new candidates, you will be prompted to enter personal information. Please enter at least all the mandatory fields. Then click **Next**.

For existing candidates you will be asked to verify your account. Enter the code provided, then click **Verify**.

Once completed, click **Continue** in this guide.

Close Continue »

Title

If you are logged in, you will be prompted to agree to the terms and conditions. Click **Agree**. You will be asked to confirm your personal information. Click **Next** at the bottom on the page.

If you are not logged in, you will be asked to enter the **E-mail address**, check the box to agree to the terms and conditions, and click **Next**.

Step 6.1

For new candidates, you will be prompted to enter personal information. Provide your contact information, address, and other personal information. Please enter at least all the mandatory fields. Then click **Next**.

For existing candidates you will be asked to verify your account. Enter the code provided, then click **Verify**.

Once completed, click **Continue** in this guide.

Step 7



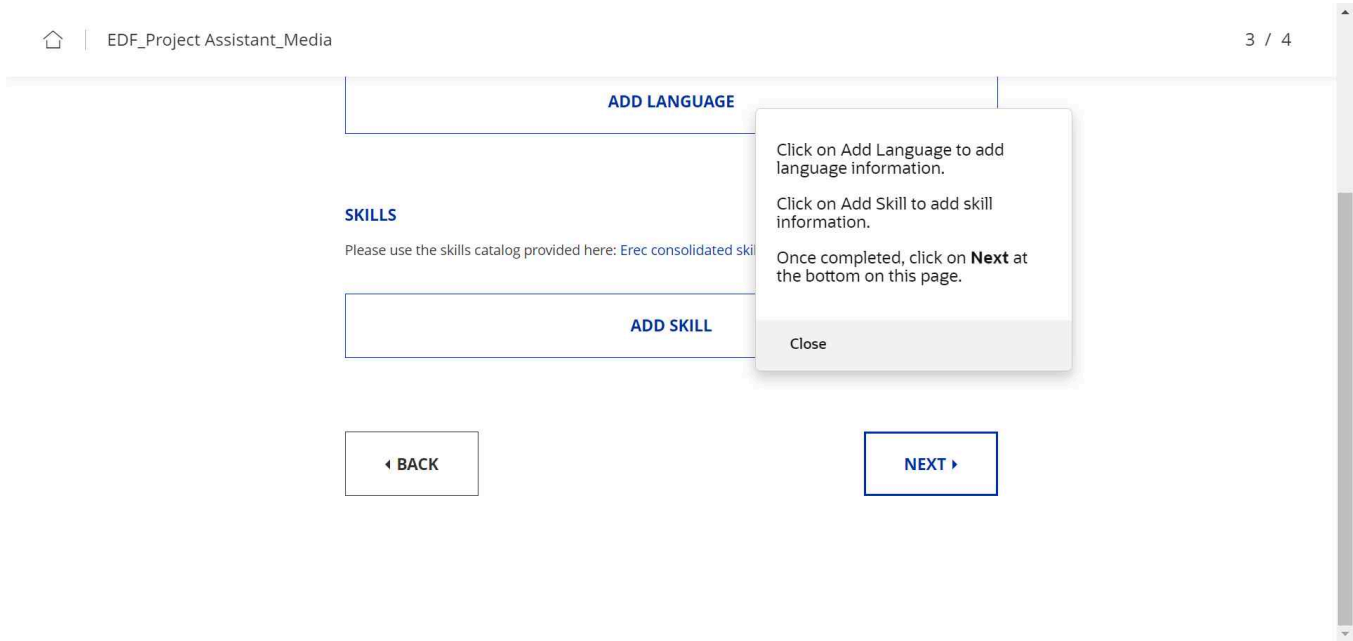
Click on **Add Experience** to add experience information.

Click on **Add Education** to add education information.

Once completed, click on **Next** at the bottom on this page.

Note: If you have already applied for the job, you will not be able to apply again.

Step 8

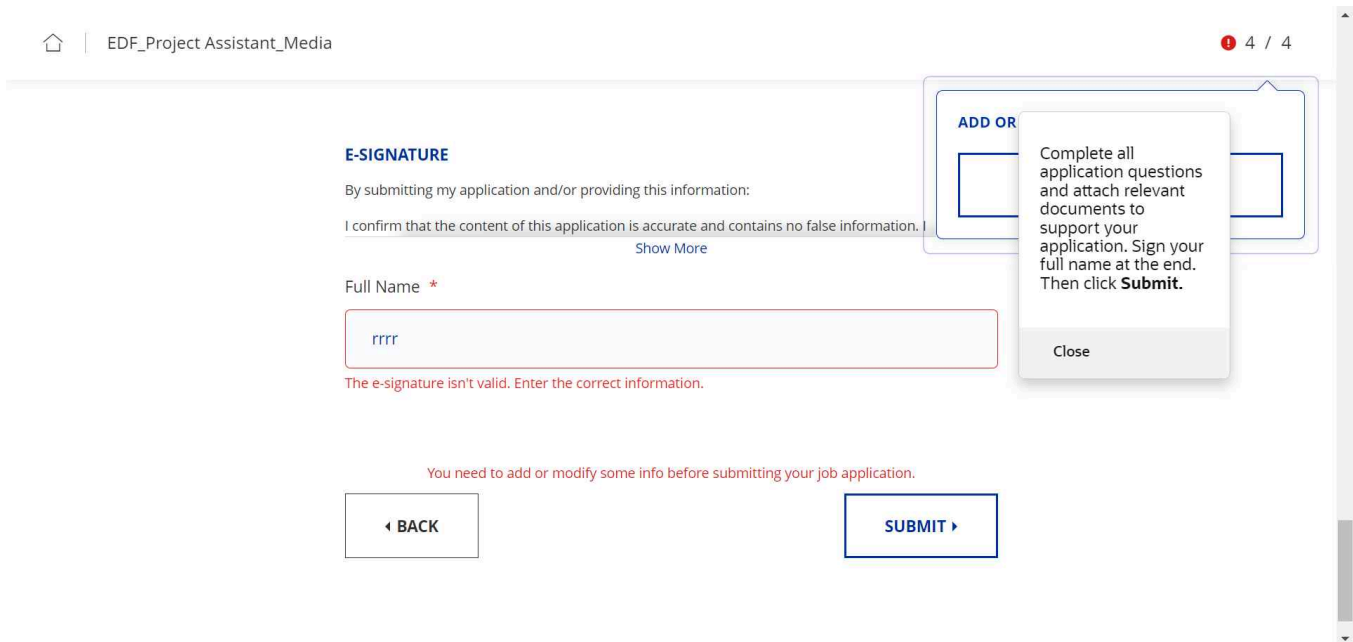


Click on **Add Language** to add language information.

Click on **Add Skill** to add skill information.

Once completed, click on **Next** at the bottom on this page.

Step 9



Complete all application questions and attach relevant documents to support your application. Sign your full name at the end. Then click **Submit**.

Step 10

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E-SIGNATURE

By submitting my application and/or providing this information:

I confirm that the content of this application is accurate and contains no false information.

Show More

Full Name *

This completes the guide.

rrrr

The e-signature

ation.

Done

ADD OR MODIFY SOME INFO.

VIEW ERROR: 3

You need to add or modify some info before submitting your job application.

← BACK

SUBMIT →

If you have an error please correct the required details. Then click **Submit** again. Otherwise, this completes the guide.