



iRecruitment User Guide

for

External Applicants and Former FAO Employees

March 2011

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Information for New Users

At the moment only vacancies in the category “Professional Vacancies” are published in iRecruitment. For the time being iRecruitment is available in English only.

Internet Explorer settings

Before using the FAO iRecruitment site please ensure that your Internet Explorer settings are set appropriately. Before using the FAO iRecruitment site please ensure that your Internet Explorer settings are set appropriately. Please consult the section **Browser Requirements** for full information.

System Unavailability

The FAO iRecruitment system is unavailable every Sunday from 16:00 to 18:00 CET for regular maintenance.

Deadline for Applications

Applications must be submitted until 11:59 CET on the “Deadline for Applications” date; vacancies will be automatically removed thereafter.

How to Apply

Browse our vacancies and access iRecruitment by clicking on the link provided at the bottom of the vacancy announcement.

Step 1- Register/Login to iRecruitment

If you are a New Visitor, please register in iRecruitment to create an account. If you are a FAO Ex-Employee, please register at the specific link for “Former FAO Employees” in order to recover your employee data. If you are a registered user, please login to your iRecruitment account.

Step 2 - Complete your online profile

Complete all the required information under “My Account” (Personal Information, Qualifications and Skills and Additional Information). Please ensure that you have completed all the required information before applying to vacancies.

Step 3 – Search for vacancies and apply

Once you are ready to apply, click on the tab “Jobs” to search for the vacancy of your interest, select the vacancy and click on the “Apply Now” icon to start the application process.




FAO Personal Profile Form (PPF)

After completing all required information under “My Account”, click on the button “Refresh my Resume” to create your system generated **FAO Personal Profile form (PPF)**. A copy of your PPF will be added to your Documents section. Please note that iRecruitment maintains only one online profile and relevant system generated PPF for each applicant. Every time you update and save information to your account, click on “Refresh My Resume” to also update your PPF. iRecruitment does not maintain multiple applications.

Help Desk

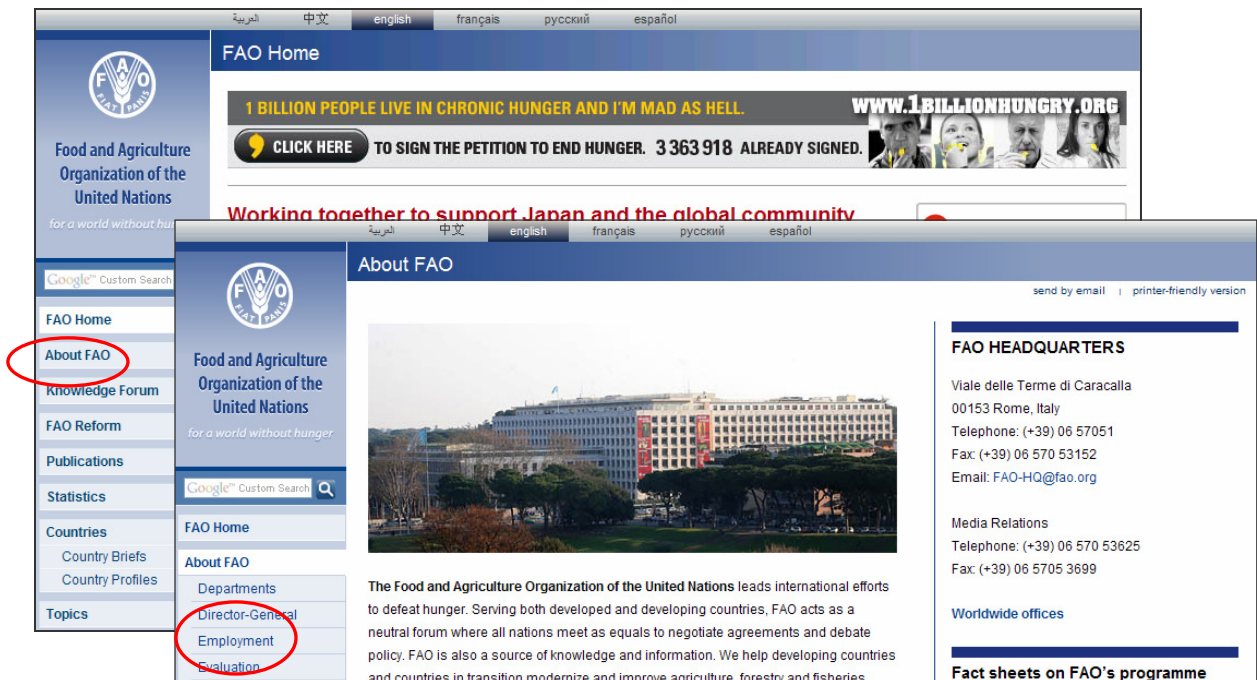
If you need assistance or receive error messages, please send a screenshot and the description of the problem to our Help Desk at iRecruitment@fao.org, available from Monday to Friday from 8:30 to 17:00 CET.

Navigating iRecruitment

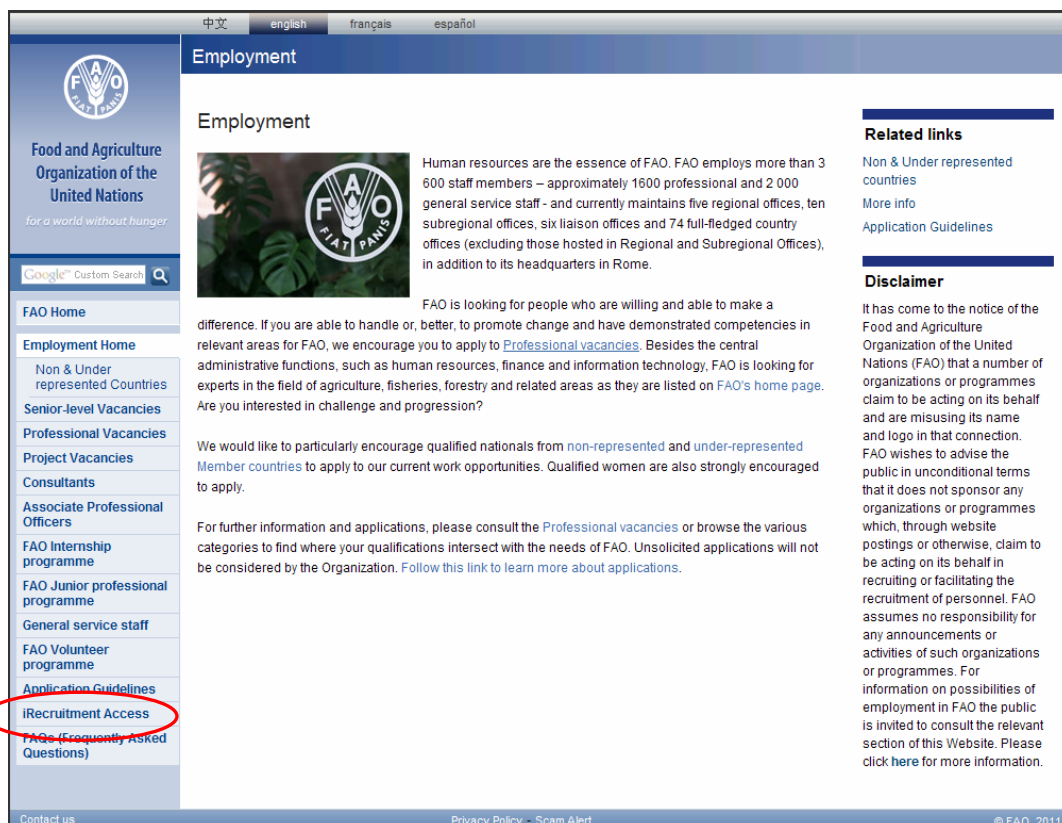
- To move from one page to another, please use the available links (e.g. [Home: My Account >](#) , [Jobs](#) or [Qualifications and Skills](#)) or available buttons such as **Back**. Avoid using the Internet toolbar, especially the  arrow, as this may sometimes cause error messages or the interruption of your session.
- The **torch** icon next to a blank field   indicates that there is a list of values for your selection. To view the available values type the % symbol and then click on the torch.

1. Logon to iRecruitment

1. Open Internet Explorer and go to the www.fao.org website. Click on **About FAO** and then on **Employment**.



2. The following page will be displayed. Click on the link **iRecruitment Access**.



- Alternatively, click on **Professional Vacancies** and then on the title of the iRecruitment vacancy.

Employment

Professional Vacancies

Please note for vacancies currently published in English only, the Spanish and French versions will be available shortly.

Title	Grade	Number	Department	Expiry Date
Fishery Resources Officer	P3	2484-FIR	Fisheries and Aquaculture	18/03/2011
Programme Officer	P2	CP/TCI-023	Technical Cooperation	03/03/2011
Senior Officer - (Non-infectious & Production Diseases)	P5	2500-AGA	Agriculture and Consumer Protection	02/03/2011
Field Programme Officer	P4	2495-SEC	Regional, Subregional and Liaison Offices	25/02/2011
Conference Officer	P4	2467-CSC	Corporate Services, Human Resources and Finance	16/02/2011
Senior Forestry Officer	P5	IRC2023	Regional, Subregional and Liaison Offices	15/02/2011
Strategy and Planning Officer, (Enterprise Risk Management)	P4	2482-OSP	Office of Strategy, Planning and Resources Management, OSP	14/02/2011

Related Information

- General Requirements
- Non & Under-represented Countries
- Guidelines to Applicants
- iRecruitment

Useful documents

- Personal History Form (A4 and letter)

- Then click on the link provided at the bottom section of the vacancy announcement.

To apply: visit the iRecruitment website:
[HTTP://WWW.FAO.ORG/VA/IRECRUITMENT/INDEX_EN.HTML](http://www.fao.org/va/iRecruitment/index_en.html)
 and complete the on-line application

In order for your candidature to be properly evaluated, please ensure to complete the on-line application in all sections

Please note that FAO staff members are international civil servants subject to the authority of the Director-General and may be assigned to any activities or office of the organization.

FAO IS A NON-SMOKING ENVIRONMENT

- The following page will be displayed. Use the appropriate link (**External Applicants** or **Former FAO Employees**) to access the iRecruitment Home page.

Employment

Welcome to iRecruitment !

FAO is currently launching iRecruitment, the FAO on-line application system. For the time being, iRecruitment is available in English only. To apply, please follow these steps:

- Register in iRecruitment if you are a new visitor and create your account. If you already have an account, log-in as a returning user.
- Complete the required information in all sections of "My Account" (Personal Information, Qualifications and Skills and Additional Information)
- Search for vacancies
- Apply

For complete guidelines, please click on the Guidelines for Applicants link available on every page of your account.

iRecruitment Access:

- ☒ External Applicants Registration/Login
- ☒ Former FAO Employees Registration
- ☒ FAO Employees Login

FAO iRecruitment is unavailable every Sunday from 16:00 to 18:00 CET. For necessary system maintenance iRecruitment will be unavailable on Saturday 26 March 2011 from 5:30 to 13:00 hrs (CET)

Related Information

- General Requirements
- Non & Under-represented Countries

Need Help?

- iRecruitment Guidelines
- iRecruitment FAQs

iRecruitment Home Page

Welcome to the FAO iRecruitment Online Jobsite
External Applicants and Former FAO Employees Login Page

FAO is conducting a pilot phase of its new online iRecruitment system. During the pilot, the vacancies are available in English only; however, they will be published in English, French and Spanish after the pilot phase is finished.

To Register with FAO iRecruitment:

First time visitors (not registered):

1. Click **Register Today** button and type your name, Email address, and password.
2. Click **Apply** button to complete registration and to display **Create Account** screen.
3. Click on **Create My Account** and complete your online account information.

Former FAO Employees :

Click on **Former FAO Employees** link and follow instructions.

Returning visitors (already registered):

Type Email and Password in the **Returning visitors** section and click **Login**.

If you experience problems please contact our Helpdesk at Recruitment@fao.org

Job Search

To start searching for Jobs , please click on the Jobs Button. [Jobs](#)

DISCLAIMER

It has come to the notice of the Food and Agriculture Organization of the United Nations (FAO) that a number of organizations or programmes claim to be acting on its behalf and are misusing its name and logo. In that connection, FAO wishes to advise the public in unconditional terms that it does not sponsor any organizations or programmes which, through website postings or otherwise, claim to be acting on its behalf in recruiting or facilitating the recruitment of personnel. FAO assumes no responsibility for any announcements or activities of such organizations or programmes. FAO wishes furthermore to advise that it does not charge a fee at any stage of the recruitment process. For information on possibilities of employment in FAO the public is invited to consult the relevant section of this website.

Login

First time visitors must register and create an online account:
[Register today](#)

Returning visitors:

Email
Password
[Login](#)

TIP Did you [forget your password?](#)

Former FAO Employees:

Previously employed by FAO in any capacity
[Login](#)

Need more information?

- [Guidelines to Applicants](#)
- [FAQs](#)

[Home](#) | [Jobs](#) | [Job Basket](#) | [Diagnostics](#)

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2. Registration - Login

2.1 New External Applicants Registration

1. At the **Login** section of the iRecruitment Home page click the [Register today](#) button.

Welcome to the FAO iRecruitment Online Jobsite
External Applicants and Former FAO Employees Login Page

FAO is conducting a pilot phase of its new online iRecruitment system. During the pilot, the vacancies are available in English only; however, they will be published in English, French and Spanish after the pilot phase is finished.

To Register with FAO iRecruitment:

First time visitors (not registered):

1. Click **Register Today** button and type your name, Email address, and password.
2. Click **Apply** button to complete registration and to display **Create Account** screen.
3. Click on **Create My Account** and complete your online account information.

Former FAO Employees :

Click on **Former FAO Employees** link and follow instructions.

Returning visitors (already registered):

Type Email and Password in the **Returning visitors** section and click **Login**.

If you experience problems please contact our Helpdesk at Recruitment@fao.org

Job Search

DISCLAIMER

It has come to the notice of the Food and Agriculture Organization of the United Nations (FAO) that a number of organizations or programmes claim to be acting on its behalf and are misusing its name and logo. In that connection, FAO wishes to advise the public in unconditional terms that it does not sponsor any organizations or programmes which, through website postings or otherwise, claim to be acting on its behalf in recruiting or facilitating the recruitment of personnel. FAO assumes no responsibility for any announcements or activities of such organizations or programmes. FAO wishes furthermore to advise that it does not charge a fee at any stage of the recruitment process. For information on possibilities of employment in FAO the public is invited to consult the relevant section of this website.

Login

First time visitors must register and create an online account:
[Register today](#) **New Users**

Returning visitors:

Email
Password
[Login](#)

TIP Did you [forget your password?](#)

Former FAO Employees:

Previously employed by FAO in any capacity
[Login](#)

Need more information?

- [Guidelines to Applicants](#)
- [FAQs](#)

[Home](#) | [Jobs](#) | [Job Basket](#) | [Diagnostics](#)


- At the Registration screen enter a valid email address, Family Name, First Name and a password, and click the **Submit** button.



Enter only one email address. If you enter more than one email address, either separated by **OR - AND** or any other symbol **/ - ;** you will not receive email notifications from iRecruitment, including your new password, should you need to reset it.

- Click the **Create My Account** button to complete your registration.

- The **Personal Information** page of your account will be displayed. For information on how to complete this page, please go to **Section 3.1**.


FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS
helping to build a world without hunger

iRecruitment

[Job Basket](#) [Logout](#) [Diagnostics](#)

[Home](#) [Jobs](#)

[General](#) | [My Account](#)

My Account

[Guidelines for Applicants](#) [Cancel](#) [Save](#) [Refresh My Resume](#)



[Personal Information](#) [Qualifications and Skills](#) [Additional Information](#) [Login Information](#)

* Indicates required field
 ✓ TIP ! If you do not enter any information or press the Save button for 20 minutes or more you will be automatically disconnected and all unsaved information will be lost.
 ✓ TIP After you update and save your information in My Account, click Refresh My Resume button to generate your FAO online resume. Go to the Documents section (on the Personal Information tab) of "My Account" to access and view your resume. Use your Internet browser functions if you wish to "Print" or "Save" the document to your computer.

Basic Details


Please enter your personal information.

✓ TIP Please indicate all valid nationalities.

* Family Name
 First Name
 Middle Name
 Maiden Name
 Email Address
 * Birth Date 
 * Gender
 Marital Status
 Country of Birth
 * Present Nationality#1
 Present Nationality#2
 Present Nationality#3
 If you have applied for a new nationality indicate nationality/date requested
 Permanent Residence: Country
 * I certify that all information provided by me is true and complete
 * Certification Date 

NOTE: By certifying that the information you provide is true and complete to the best of your knowledge, you accept that any false statements or omission to provide any information required by this or provide grounds for the withdrawal of any offer of appointment or other actions, including disqualification from appointment has been accepted.

Mailing Address

* Address Line 1
 Address Line 2
 City/State
 Postal Code
 * Country 

Phone Numbers

	Phone Number	Times to Call
Home	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
Work	<input type="text"/>	<input type="text"/>
Work Fax	<input type="text"/>	<input type="text"/>

Documents

✓ TIP Please click "Add Another Document" button to upload supporting documents (e.g., cover letter, personal CV, additional skills, list of publications, references).
 For publications please provide Title, Publication Date, Journal/Publisher, but DO NOT ATTACH the individual publications.

To CREATE or REFRESH your FAO system generated resume after you enter and save your information, please click "Refresh My Resume" button. Click the filename to open or save a printable copy - from your resume please use the "Back" button in your browser to return to iRecruitment once you have finished printing.

File Name	File Type	Upload Date	Description	Delete
No results found.				

[Add Another Document](#) [Print PDF](#) [Refresh My Resume](#)

[Personal Information](#) [Qualifications and Skills](#) [Additional Information](#) [Login Information](#)

[Guidelines for Applicants](#) [Cancel](#) [Save](#) [Refresh My Resume](#)

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2.2 Former FAO Employees Registration

1. If you are a former FAO employee and worked for FAO under any type of contract click on the **Login** button at the section **Former FAO Employees** to recover your employee data.

**Welcome to the FAO iRecruitment Online Jobsite
External Applicants and Former FAO Employees Login Page**

FAO is conducting a pilot phase of its new online iRecruitment system. During the pilot, the vacancies are available in English only; however, they will be published in English, French and Spanish after the pilot phase is finished.

To Register with FAO iRecruitment:

First time visitors (not registered):

1. Click **Register Today** button and type your name, Email address, and password.
2. Click **Apply** button to complete registration and to display **Create Account** screen.
3. Click on **Create My Account** and complete your online account information.

Former FAO Employees :

Click on **Former FAO Employees** link and follow

Returning visitors (already registered):

Type Email and Password in the **Returning visitor**

If you experience problems please contact our Helpdesk at Recruitment@fao.org

Job Search

To start searching for Jobs , please click on the Jobs Button.

DISCLAIMER

It has come to the notice of the Food and Agriculture Organization of the United Nations (FAO) that a number of organizations or programmes claim to be acting on its behalf and are misusing its name and logo. In that connection, FAO wishes to advise the public in unconditional terms that it does not sponsor any organizations or programmes which, through website postings or otherwise, claim to be acting on its behalf in recruiting or facilitating the recruitment of personnel. FAO assumes no responsibility for any announcements or activities of such organizations or programmes. FAO wishes furthermore to advise that it does not charge a fee at any stage of the recruitment process. For information on possibilities of employment in FAO the public is invited to consult the relevant section of this website.

Login

First time visitors must register and create an online account:
Register today

Returning visitors:

Email
Password
Login

☒ **TIP** Did you [forget your password?](#)

Former FAO Employees:

Previously employed by FAO in any capacity
Login

Need more information?

- [Guidelines to Applicants](#)
- [FAQs](#)

Former FAO Employees Registration

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2. Enter a valid email address, your surname in capital letters, your FAO Index number and your date of birth. Click the **Submit** button. An email with a new temporary password will be sent to the email address you have provided. This will complete your registration.

If your records cannot be located or you experience problems, please DO NOT register as an External candidate using the Register Today button, as this may cause loss of records. Please contact iRecruitment@fao.org for assistance.

Ex-employee Registration

If you have previously worked for FAO, please register here. Please note that you must enter a valid e-mail address to which we will send you your new password. If the system cannot locate your records, or if you do not have an e-mail account please contact Helpdesk. An e-mail informing you of your login and password information will be sent to you. If you are using a spam blocker, please ensure that it will not block the e-mail response DO NOT create your account using Registration for First Time Visitors link as it will result in loss of application details

* Indicates required field

Your Details

* Current E-mail Address

First Name

Family Name

FAO Index No. (if known)

Date Of Birth

Division/ Department

Name of Your Last Supervisor

Quick Hints

Enter your details as of the time that you left the company.

TIP If your records are not found when you submit, check that you entered information exactly as we have it. For example, if your name is Daniel, were you recorded as Dan?

TIP If too many records are found, you need to enter more data to narrow down the results

Submit

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3. Once you receive your new password, logon to the iRecruitment Home page and enter your email address and your new password at the section **Returning Visitors**. You will be requested to change your temporary password.

The screenshot shows the iRecruitment Home page. At the top, there is a header with the FAO logo, the text "FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS helping to build a world without hunger", the "iRecruitment" logo, and a "Job Basket" link. Below the header, there are "Home" and "Jobs" tabs. The main content area is divided into two columns. The left column contains a welcome message and instructions for registration and login. The right column contains a "Login" section with a "Returning visitors:" subsection. This subsection has fields for "Email" and "Password", and a "Login" button. There are also links for "Register today" and "Did you forget your password?".

FAO is conducting a pilot phase of its new online iRecruitment system. During the pilot, the vacancies are available in English only; however, they will be published in English, French and Spanish after the pilot phase is finished.

To Register with FAO iRecruitment:

First time visitors (not registered):

1. Click **Register Today** button and type your name, Email address, and password.
2. Click **Apply** button to complete registration and to display **Create Account** screen.
3. Click on **Create My Account** and complete your online account information.

Former FAO Employees :

Click on **Former FAO Employees** link and follow instructions.

Returning visitors (already registered):

Login

First time visitors must register and create an online account:
[Register today](#)

Returning visitors:

Email

Password

[Login](#)

☒ **TIP** Did you [forget your password?](#)

Former FAO Employees:

Previously employed by FAO in any capacity
[Login](#)

4. Your iRecruitment Home page will be displayed.

The screenshot shows the iRecruitment Home page after login. The header is the same as the previous page. Below the header, there are "Home" and "Jobs" tabs. The main content area is divided into two columns. The left column contains a welcome message and instructions for updating account information. The right column contains a "Jobs" section with a "Click on Jobs to search for available vacancies" message. There are also links for "Register today" and "Did you forget your password?".

Click on **My Account** to update your online profile information

General | My Account

Welcome to our Job Site **APPLICANT3, MARY**

Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications. [Full List](#)

From	Subject	Sent
No results found.		

Jobs Applied For

Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications. [Full List](#)

Name	Job Title	Organization	Location	Status	Application Details
No results found.					

How to Update your Account and Apply for a Job

To Complete or Update your Online Account Information

- Click **My Account** link on top of the screen to display the four tabs available: Personal Information, Qualifications & Skills, Additional Information, and Login Information.
- Click on each tab and enter or select relevant information for each field on each screen.
- Click **Save** button at the bottom of each screen.
- Click **Refresh My Resume** to generate a FAO resume. Go to **Documents** section (on **Personal Information** tab) to review your FAO resume.
- Use **My Account** to update and save your account details as necessary.

To Search for Available Jobs and Apply to a Vacancy of Interest

- Click **Jobs** tab on the right side of the screen to display **Jobs search** screen and conduct the search.
- Select a vacancy and click **Apply Now** icon to link your online application to the vacancy. Or use **Apply Now** button in the vacancy announcement. **Please make sure your account is updated before applying to a vacancy. To update your account information, follow steps outlined above.**
- A review screen will be presented. Click **Finish** and confirmation of your application will be displayed.
- From the **Home** tab, Click **General** to view all jobs to which you have applied.

If you experience problems please contact our Helpdesk at iRecruitment@fao.org

[Home](#) | [Jobs](#) | [Job Basket](#) | [Logout](#) | [Diagnostics](#)

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Click on **Jobs** to search for available vacancies. Before applying please ensure that you have completed all information under "My Account".

2.3 Registered Applicants Login

1. Logon to the iRecruitment Home page. At the **Returning Visitors** login section, enter your registered email and password. If you do not remember your password, click on the link "Did you forget your password?"; a new temporary password will be sent to your registered email address.

2. Your iRecruitment home page will be displayed. Click the **My Account** tab to update your online profile. Click the **Jobs** tab to search for vacancies.

Click on **My Account** to update your online profile information

Click on **Jobs** to search for available vacancies. Before applying please ensure that you have completed all information under "My Account".

General | My Account

Welcome to our Job Site APPLICANT3, MARY

Notifications

Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications. [Full List](#)

From	Subject	Sent
No results found.		

Jobs Applied For

Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications. [Full List](#)

Name	Job Title	Organization	Location	Status	Application Details
No results found.					

How to Update your Account and Apply for a Job

To Complete or Update your Online Account Information

- Click **My Account** link on top of the screen to display the four tabs available: Personal Information, Qualifications & Skills, Additional Information, and Login Information.
- Click on each tab and enter or select relevant information for each field on each screen.
- Click **Save** button at the bottom of each screen.
- Click **Refresh My Resume** to generate a FAO resume. Go to **Documents** section (on **Personal Information** tab) to review your FAO resume.
- Use **My Account** to update and save your account details as necessary.

To Search for Available Jobs and Apply to a Vacancy of Interest

- Click **Jobs** tab on the right side of the screen to display **Jobs search** screen and conduct the search.
- Select a vacancy and click **Apply Now** icon to link your online application to the vacancy. Or use **Apply Now** button in the vacancy announcement. **Please make sure your account is updated before applying to a vacancy. To update your account information, follow steps outlined above.**
- A review screen will be presented. Click **Finish** and confirmation of your application will be displayed.
- From the **Home** tab, Click **General** to view all jobs to which you have applied.

If you experience problems please contact our Helpdesk at iRecruitment@fao.org


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3. Complete your Online Profile

3.1 Personal Information

Please complete all required information on this page. Mandatory fields are marked with an asterisk *.


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helping to build a world without hunger

iRecruitment
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[Home](#) [Jobs](#)

[General](#) | [My Account](#)

My Account

[Guidelines for Applicants](#) [Cancel](#) [Save](#) [Refresh My Resume](#)

[Personal Information](#) [Qualifications and Skills](#) [Additional Information](#) [Login Information](#)

* Indicates required field

✓ TIP ! If you do not enter any information or press the Save button for 20 minutes or more you will be automatically disconnected and all unsaved information will be lost.

✓ TIP After you update and save your information in My Account, click Refresh My Resume button to generate your FAO online resume. Go to the Documents section (on the Personal Information tab) of "My Account" to access and view your resume. Use your Internet browser functions if you wish to "Print" or "Save" the document to your computer.

Basic Details

Please enter your personal information.

✓ TIP Please indicate all valid nationalities.

* Family Name

First Name

Middle Name

Maiden Name

Email Address

* Birth Date

* Gender

Marital Status

Country of Birth

* Present Nationality#1

Present Nationality#2

Present Nationality#3

If you have applied for a new nationality indicate nationality/date requested

Permanent Residence: Country

* I certify that all information provided by me is true and complete

* Certification Date

NOTE: By certifying that the information you provide is true and complete to the best of your knowledge, you accept that any false statements or omission to provide any information required by this form may provide grounds for the withdrawal of any offer of appointment or other actions, including dismissal, if an appointment has been accepted.

Mailing Address

* Address Line 1

Address Line 2

City/State

Postal Code

* Country

Phone Numbers

	Phone Number	Times to Call
Home	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>
Work	<input type="text"/>	<input type="text"/>
Work Fax	<input type="text"/>	<input type="text"/>

Documents

✓ TIP Please click "Add Another Document" button to upload supporting documents (e.g., cover letter, personal CV, additional skills, list of publications, references). For publications please provide Title, Publication Date, Journal/Publisher, but DO NOT ATTACH the individual publications.

To CREATE or REFRESH your FAO system generated resume after you enter and save your information, please click "Refresh My Resume" button. Click the filename to open or save a printable copy - from your resume please use the "Back" button in your browser to return to iRecruitment once you have finished printing.

File Name	File Type	Upload Date	Description	Delete
No results found.				

[Add Another Document](#) [Print PDF](#) [Refresh My Resume](#)

[Personal Information](#) [Qualifications and Skills](#) [Additional Information](#) [Login Information](#)

[Guidelines for Applicants](#) [Cancel](#) [Save](#) [Refresh My Resume](#)



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3.1.1 Basic Details, Mailing Address and Phone Numbers

Please enter all required information. Click frequently on the **Save** button as you enter your information; do not wait until you have completed the full page to save your information. If you hold more than one nationality, please indicate all your valid nationalities.

NOTE: If you are an ex-employee a number of fields will already display your existing details; please review your information and update as necessary.

 TIP	<p>The torch icon next to a blank field  indicates that there is a list of values for your selection. To view the available values type the % symbol; then click on the torch.</p>
--	--

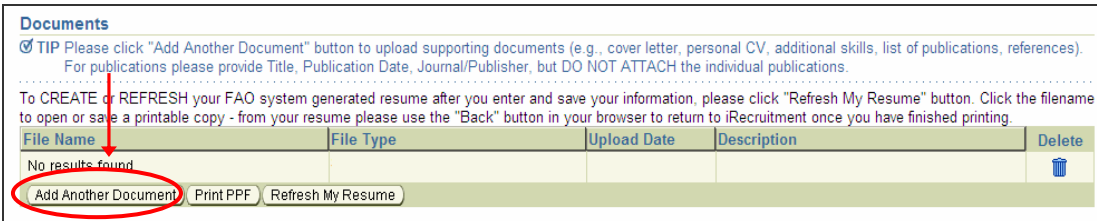
	<p>Email address: This field displays the email address you provided during your registration. Please note that if you change your email address in this field you are changing your username; therefore, next time you login to iRecruitment you will need to enter your new email address. Do not enter more than one email address, or use “AND”, “OR” or any symbol such as “/” or “;”.</p>
---	---

3.1.2 Documents

To upload supporting documents to your online profile, please follow the steps below.

NOTE: files should not exceed **500 KB**.

1. Click on the **Add Another Document** button.



Documents

✓ TIP Please click "Add Another Document" button to upload supporting documents (e.g., cover letter, personal CV, additional skills, list of publications, references). For publications please provide Title, Publication Date, Journal/Publisher, but DO NOT ATTACH the individual publications.

To CREATE or REFRESH your FAO system generated resume after you enter and save your information, please click "Refresh My Resume" button. Click the filename to open or save a printable copy - from your resume please use the "Back" button in your browser to return to iRecruitment once you have finished printing.

File Name	File Type	Upload Date	Description	Delete
No results found				

Add Another Document Print PPF Refresh My Resume

2. Enter the relevant information in the fields **File Type**, **Description** and **File Path** and click the **Upload** button.



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Upload Document

Please select the file you wish to upload. Enter a description of the file and choose a file type.

• Indicates required field

* File Type

Description

* File Path

Cover Letter
Emergency Response Approval
Other Document Type
List of Publications
References
Legal convictions

Browse...

Cancel Upload

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- A confirmation message will be displayed. Scroll down to your Documents section; you will now see the file added to the list of documents. Click on the File Name link to view your document.

Documents

TIP Please click "Add Another Document" button to upload supporting documents (e.g., cover letter, personal CV, additional skills, list of publications, references). For publications please provide Title, Publication Date, Journal/Publisher, but DO NOT ATTACH the individual publications.

To CREATE or REFRESH your FAO system generated resume after you enter and save your information, please click "Refresh My Resume" button. Click the filename to open or save a printable copy - from your resume please use the "Back" button in your browser to return to iRecruitment once you have finished printing.

File Name	File Type	Upload Date	Description	Delete
Cover letter IRC1221.doc	Cover Letter	09-Feb-2011	Cover letter VA IRC1221	

[Add Another Document](#)
[Print PPF](#)
[Refresh My Resume](#)

- Click the [Save](#) button before moving to the "Qualifications and Skills" section.
- Click the [Refresh My Resume](#) button if you wish to generate your **FAO Personal Profile form (PPF)** with the information entered in your account. A copy of your PPF will be added to the list of documents. The PPF replaces the previous FAO Personal History Form and will be evaluated by recruiting managers for the jobs applied to. To view or print your PPF click the [Print PPF](#) button. For more information about the FAO Personal Profile form, please go to **Section 4**.

3.2 Qualifications & Skills

Click on the link [Qualifications and Skills](#). In this screen you are required to enter your Employment History, Skills, Academic Qualifications and Professional Qualifications and Training.

Qualifications and Skills screen

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[Home](#) [Jobs](#)

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My Account [Guidelines for Applicants](#) [Cancel](#) [Save](#) [Refresh My Resume](#)

[Personal Information](#) [Qualifications and Skills](#) [Additional Information](#) [Login Information](#)

Indicates required field

TIP ! If you do not enter any information or press the Save button for 20 minutes or more you will be automatically disconnected and all unsaved information will be lost.

TIP After you update and save your information in My Account, click Refresh My Resume button to generate your FAO online resume. Go to the Documents section (on the Personal Information tab) of "My Account" to access and view your resume. Use your Internet browser functions if you wish to "Print" or "Save" the document to your computer.

Employment History

Starting with your present or most recent post, enter in reverse chronological order your employment history.

Details	Name of Employer	From	To	Job Title	City/Country	Delete
No results found.						

[Add Another Employer](#)

Please note that in evaluating your candidature, FAO reserves the right to approach your previous employer(s) for references. It is not our policy to approach your present employer at the evaluation stage unless you expressly authorize this. However, please be advised that before any offer of appointment is made, FAO will contact both your present and previous employers for work references.

Skills

Please select the skills which best describe your professional expertise. We are also interested in the languages you speak, and at which level.

*Skill	Proficiency Level /Experience	Other Information	Delete
No results found.			

[Add Another Skill](#)

Education Qualifications

Please enter in reverse chronological order your education from age 14 (university, college, secondary school). Please indicate under Additional Qualification Details the exact title of your degree/diploma and main subject(s) of study. You may be requested to provide proof of the University Degree(s) obtained.

TIP You will need to click the "Additional Qualification Details" button to complete two required fields before you can save each entry.

*Name of Establishment	*City/Country	*Academic Qualification	From	To	*Exact Title Qualification	Add Degree	Delete
No results found.							

[Add Another Establishment](#)

Professional Qualifications and Training

Please indicate in this section additional courses attended in your professional (working) area, formal vocational training, apprenticeship, membership of professional associations, etc.

TIP You will need to click the "Additional Qualification Details" button to complete two required fields before you can save each entry.

*Qualification Type	Name of Establishment	City/Country	From	To	*Exact Title Qualification	Delete
No results found.						

[Add Another Qualification](#)

[Personal Information](#)
[Qualifications and Skills](#)
[Additional Information](#)
[Login Information](#)



[Guidelines for Applicants](#)
[Cancel](#)
[Save](#)
[Refresh My Resume](#)

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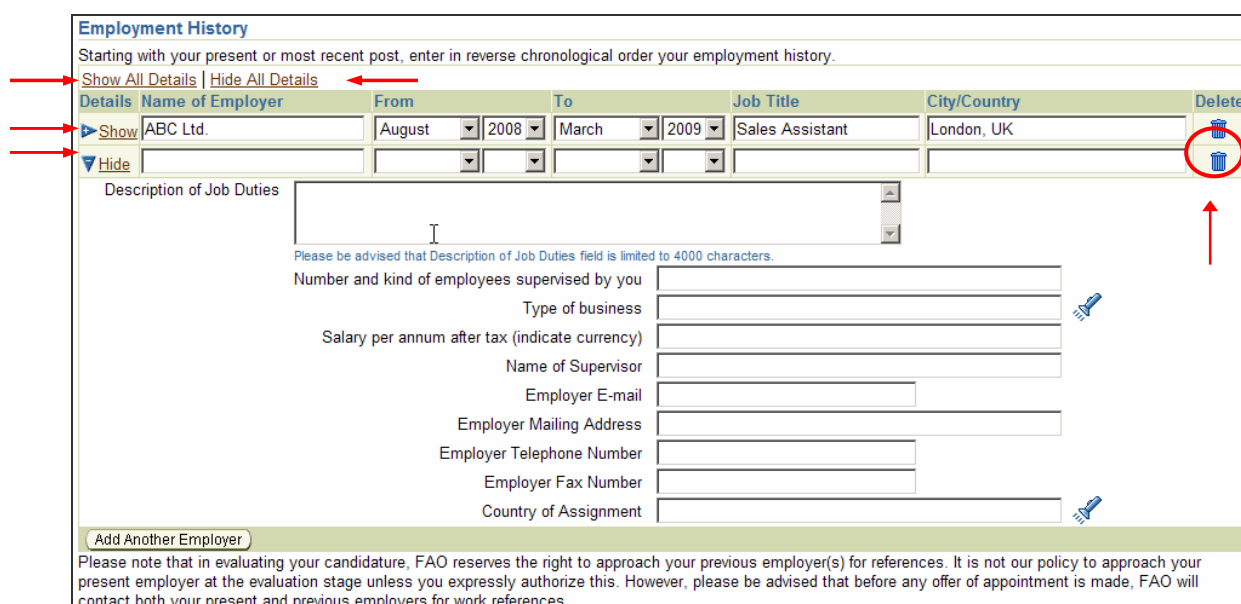
[Home](#) | [Jobs](#) | [Job Basket](#) | [Logout](#) | [Diagnostics](#)

3.2.1 Employment History

Please enter information regarding your current and previous employment. **You do not need to enter your records in chronological order as they will be ordered by the system once you log back in to your account. The Personal Profile form (PPF) will display your records in chronological order.**

 TIP	The torch icon next to a blank field  indicates that there is a list of values for your selection. To view the available values type the % symbol; then click on the torch.
--	---



1. Click the **Add Another Employer** button to display the fields to be completed for the employment record.



Employment History

Starting with your present or most recent post, enter in reverse chronological order your employment history.

[Show All Details](#) | [Hide All Details](#)

Details	Name of Employer	From	To	Job Title	City/Country	Delete
▶ Show	ABC Ltd.	August 2008	March 2009	Sales Assistant	London, UK	
▼ Hide						

Description of Job Duties

Please be advised that Description of Job Duties field is limited to 4000 characters.

Number and kind of employees supervised by you

Type of business

Salary per annum after tax (indicate currency)

Name of Supervisor

Employer E-mail

Employer Mailing Address

Employer Telephone Number


Employer Fax Number

Country of Assignment

Add Another Employer

Please note that in evaluating your candidature, FAO reserves the right to approach your previous employer(s) for references. It is not our policy to approach your present employer at the evaluation stage unless you expressly authorize this. However, please be advised that before any offer of appointment is made, FAO will contact both your present and previous employers for work references.

2. Enter the required information and click the **Save** button. Please note that the Description of Job Duties section is limited to 4000 characters; excess text will not be saved.
3. To add another employer click the **Add Another Employer** button. Complete all your employment records.

 TIPS	<ul style="list-style-type: none"> ▪ To enter your current employer, leave the fields the fields From and To blank.. ▪ To have have more space on the screen as you enter your records: <ul style="list-style-type: none"> ➢ hide the details of one employer by clicking the ▼ Hide link next to it. To unhide it click on ▶ Show . ➢ hide details of your entire previous employment history by clicking on the link Hide All Details. To unhide records click on Show All Details .
---	---

3.2.2 Skills

Skills are an important component of iRecruitment. They are used to define a vacancy's minimum requirements and are important on the screening process which compares the minimum requirements of a vacancy against the skills (and relevant proficiency level/years of experience) entered by the candidate in this section.

Skills are grouped into Skill Types; each Skill Type includes a list of sub-skills. For example the Skill Type "Language – Official" includes all six FAO Official Languages, i.e. Arabic, Chinese, English, French, Russian and Spanish.

Each Skill Type is associated either with a rating scale measuring the level of knowledge/ability or with a range of years of experience.

Experience	Language	IT Skills
<div>From 1 to 2 years of experience</div> <div>From 3 to 4 years of experience</div> <div>From 5 to 6 years of experience</div> <div>From 7 to 9 years of experience</div> <div>From 10 to 11 years of experience</div> <div>12 or more years of experience</div>	<div>A - Basic</div> <div>B - Intermediate/Limited</div> <div>C - Excellent/Working knowledge</div> <div>MT - Mother Tongue</div>	<div>Proficient</div> <div>Working knowledge</div> <div>Fair</div> <div>Basic</div>

IT Skills

Proficient	Advanced user, able to perform complex tasks.
Working Knowledge	Regular user. Good knowledge of the software.
Fair	Limited experience.
Basic	Able to perform very simple tasks with guidance. Not a regular user.

Language Skills

A - Basic	You will be expected to understand the majority of written and spoken language and communicate this through another official language.
B - Intermediate/Limited	You will be expected to follow work-related discussions or meetings, even though you may wish to intervene in another official language. You will be expected to participate in simple conversations, to use the telephone, to read and understand work-related texts and to write simple communications, etc.
C - Excellent	You will be expected to work independently using the language required, to prepare a variety of written communications (reports, correspondence, working papers, etc.), to participate actively in meetings and in work-related discussions, etc.
MT - Mother Tongue	Your mother tongue

FAO requires candidates to indicate skills in the Skill Types listed below. In addition, you are required to indicate your professional experience in your area(s) of expertise by selecting skills in the relevant skill types (e.g. "Accounting" under the skill type **Administration**).

- IT Skills
- Language – Official
- Regional Experience (for Professional positions)
- Secretarial/Office Skills (for General Service positions)

To add a skill to your profile follow these steps:

1. Click the **Add Another Skill** button. The **Add Skill** screen will be displayed.

Skills			
Please select the skills which best describe your professional expertise. We are also interested in the languages you speak, and at which level.			
*Skill	*Proficiency Level /Experience	Other Information	Delete
No results found.			
<div>Add Another Skill</div>			

- Holding down the CTRL key select the skill types **IT Skills** and **Language - Official** and click the **Search** button to display the list of available values. If you wish to indicate other languages that you know, please select the skill type **Language - Other**.

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Add Skills

Cancel OK

In addition to evaluating your professional experience in a specific field, we require your assessment of the following skills: Language - Official; Language - Other; IT Skills. Applicants to Professional positions, please specify your Regional Experience. Applicants to secretarial/clerical positions, assess Secretarial/clerical skills.

Search

Skill Type

IT Skills

IT-Oracle E-Business Suite Release 12

Information Systems and Technology

Information and Knowledge Management

Land Resources and Management

Language - Official

Search Clear

TIP Please click on the relevant value(s) corresponding to your area(s) of expertise or skills for which we require your assessment and click SEARCH to display all subcategories for you to select. To select more than one item press CONTROL key while clicking (or SHIFT key to select consecutive items).

No search conducted.

Cancel OK

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- Tick the check box next to the skills you wish to select. Then click the **OK** button.

Add Skills

Cancel OK

In addition to evaluating your professional experience in a specific field, we require your assessment of the following skills: Language - Official; Language - Other; IT Skills. Applicants to Professional positions, please specify your Regional Experience. Applicants to secretarial/clerical positions, assess Secretarial/clerical skills.

Search

Skill Type

IT Skills

IT-Oracle E-Business Suite Release 12

Information Systems and Technology

Information and Knowledge Management

Land Resources and Management

Language - Official

Search Clear

TIP Please click on the relevant value(s) corresponding to your area(s) of expertise or skills for which we require your assessment and click SEARCH to display all subcategories for you to select. To select more than one item press CONTROL key while clicking (or SHIFT key to select consecutive items).

8001.ATLAS

8001.COSTAB

8001.Email/Internet

8001.IT Skill (Other)

8001.MS Access or databases

8001.MS Excel

8001.MS Outlook

8001.MS PowerPoint

8001.MS Project

8001.MS Word

8001.ORACLE Consultant Recruitment

8001.ORACLE Purchasing

8001.PABX and Telecommunications Systems

8001.SQL

8001.Webdesign and maintenance

8001.eBMM

9001.Arabic

9001.Chinese

9001.English

9001.French

9001.Russian

9001.Spanish

Cancel OK

Tick this box if you wish to indicate additional IT skills not included in the list. Then list them at the next screen, under the column "Other Information".

- Scroll down to the Skills Section: the skills that you just selected will be displayed. For each skill select the appropriate value from the proficiency level/experience drop-down list. Then click the **Save** button.

Skills

Please select the skills which best describe your professional expertise. We are also interested in the languages you speak, and at which level.

*Skill	*Proficiency Level / Experience	Other Information	Delete
9001.Spanish	C - Excellent/Working knowledge		
9001.English	MT - Mother Tongue		
8001.MS Word	Proficient		
8001.MS Excel	Working knowledge		

[Add Another Skill](#)

5. Click the [Add Another Skill](#) button to indicate your **Regional Experience** (if you are applying for a Professional position) or your **Secretarial/Office Skills** (if you are applying for a General Service position). Click the [Save](#) button once you have selected and evaluated your skills.

Add Skills

[Cancel](#) [OK](#)

In addition to evaluating your professional experience in a specific field, we require your assessment of the following skills: Language - Official; Language - Other; IT Skills. Applicants to Professional positions, please specify your Regional Experience. Applicants to secretarial/clerical positions, assess Secretarial/clerical skills.

Search

Skill Type

[Search](#) [Clear](#)

6. Click the [Add Another Skill](#) button to indicate your areas of expertise. Click the [Save](#) button once you have selected and evaluated your skills.

Add Skills

[Cancel](#) [OK](#)

In addition to evaluating your professional experience in a specific field, we require your assessment of the following skills: Language - Official; Language - Other; IT Skills. Applicants to Professional positions, please specify your Regional Experience. Applicants to secretarial/clerical positions, assess Secretarial/clerical skills.

Search

Skill Type

[Search](#) [Clear](#)

☒ **TIP** Please click on the relevant value(s) corresponding to your area(s) of expertise or skills for which we require your assessment and click SEARCH to display all subcategories for you to select. To select more than one item press CONTROL key while clicking (or SHIFT key to select consecutive items).

Fishery Information	<input type="checkbox"/> 0501.Fishery Information System Management	<input type="checkbox"/> 0501.Fishery Research Information Management
Fishery Resources	<input type="checkbox"/> 0503.Aquaculture <input type="checkbox"/> 0503.Inland Ecosystem <input type="checkbox"/> 0503.Marine Fishery Resources	<input type="checkbox"/> 0503.Aquatic Genetic Resources <input type="checkbox"/> 0503.Inland Fishery <input type="checkbox"/> 0503.Inland Water Resources <input type="checkbox"/> 0503.Marine Ecosystem/Fishery Management and Conservation



- to select **non-consecutive** skill types: hold down the **Ctrl** key and then click on the required skill types
- to select **consecutive** skill types: hold down the **Shift** key and click on the first and last skill type that you wish to select

3.2.3 Education Qualifications

Enter information about your education in this section.


1. Click the **Add Another Establishment** button to create a new editable field.

Education Qualifications

Please enter in reverse chronological order your education from age 14 (university, college, secondary school). Please indicate under Additional Qualification Details the exact title of your degree/diploma and main subject(s) of study. You may be requested to provide proof of the University Degree(s) obtained.

TIP You will need to click the "Additional Qualification Details" button to complete two required fields before you can save each entry.

*Name of Establishment	*City/Country	*Academic Qualification	From	To	*Exact Title Qualification	Add	Delete
Add Another Establishment							

2. Complete the required information in the fields: Name of Establishment, City/Country, Academic Qualification, From and To.
3. Click the **Exact Title Qualification** icon  under the ***Exact Title Qualification** column to add the exact title of the qualification obtained, main subjects and the status.

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Additional Qualification Details

* Exact title of Qualification obtained

Main Subject

* Status

[Cancel](#) [OK](#)


[Cancel](#) [OK](#)

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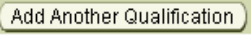


The **Exact Title of Qualification Obtained** and the **Status** fields are mandatory, you will not be able to save your details unless you update them

4. Click the **Save** button after completing this qualification.
5. To add additional qualifications, click the **Add Another Establishment** button and repeat the above steps until you have entered your full education record. **To add a qualification within an establishment already specified click the  icon.**
6. Click the **Save** button after completing each education record.


3.2.4 Professional Qualifications and Training

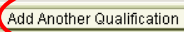


Enter all information about your professional qualifications and training in this section


1. Click the  button to create an editable line.


Professional Qualifications and Training

Please indicate in this section additional courses attended in your professional (working) area, formal vocational training, apprenticeship, membership of professional associations, etc.

 **TIP** You will need to click the "Additional Qualification Details" button to complete two required fields before you can save each entry.

*Qualification Type	Name of Establishment	City/Country	From	To	Exact Title Qualification	Delete
						

2. Complete the required information in the fields: Qualification Type, Name of Establishment, City/Country, From and To.
3. Click the **Exact Title Qualification**  icon under the ***Exact Title Qualification** column to add the exact title of the qualification obtained, main subjects and the status.

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Additional Qualification Details

* Exact title of Qualification obtained

Main Subject

* Status

[Cancel](#) [Ok](#)


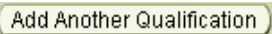


[Cancel](#) [Ok](#)

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The **Exact Title of Qualification Obtained** and the **Status** fields are mandatory, you will not be able to save your details unless you update them

4. Click the  button after completing this qualification.
5. To add additional qualifications click the  button and repeat the above steps until you have a full record of your Professional Qualifications and Training. **To add a qualification within an establishment already specified click on the .**
6. Click the  button after completing each qualification.

3.3 Additional Information

In this section you may indicate the Professional Areas for which you would like to be considered. You will be also requested to provide additional information and set your account privacy.

 **TIP** The **torch** icon next to a blank field  indicates that there is a list of values for your selection. To view the available values type the % symbol; then click on the torch.

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My Account

Guidelines for Applicants Cancel Save Refresh My Resume

Personal Information Qualifications and Skills Additional Information Login Information

Professional Areas for which you wish to be considered

Select the Professional Area(s) which correspond to your professional (working) area of expertise. Selecting Professional Area(s) will enable FAO Managers to find your application when searching for candidates who have work experience in a particular field. To select more than one value press CONTROL key while clicking, or SHIFT key to select consecutive values.

Keywords

Professional Area

- AGRICULTURAL POLICY
- AGRICULTURAL RESEARCH AND EXTENSION
- AGRICULTURAL SUPPORT SYSTEMS
- AGRICULTURAL TRADE
- ARTISANS
- AUDIT
- BUDGET
- BUILDINGS MAINTENANCE

Additional Details

If you are currently working for a UN common system organization, please select

If so, please indicate current grade, title, type of contract

If you have close relatives employed by FAO, indicate full name and relationship

If you have any dependants, indicate name, date of birth and relationship

Would you accept short-term employment?

If yes, please indicate the duration

State any disability/reservation restricting your travel/assignment to any area

Have you had any legal convictions, excluding minor traffic violations?

If yes, please provide full details (charge, date, where tried, conviction)

Are you under any obligation to return/stay in the service of your employer?

State (in weeks) any termination notice you are obliged to give your employer:

☐ Allow my online profile to be searched by FAO

NOTE: If this box is ticked authorized FAO staff will be able to view your online profile when searching for candidates for vacancies or for rosters. If this box is not ticked, your online profile will be visible only to the hiring managers of the vacancies to which you apply.

Display Language American English

The FAO Recruitment Portal is currently in English only. Please leave this field set to American English. In the future Recruitment will be available in French and Spanish as well, and we will ask you to update this field at that time.

Personal Information Qualifications and Skills Additional Information Login Information

Guidelines for Applicants Cancel Save Refresh My Resume

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1. **Professional Areas for which you wish to be considered.** Enter keywords that indicate the professional areas you would like to work in, and select the professional area(s) you would like to be considered for. To select more than one value hold down the **Ctrl** key while clicking, or the **SHIFT** key to select consecutive values.
2. **Additional Details:** complete all required information in this section. Please type n/a if a field does not apply to you.

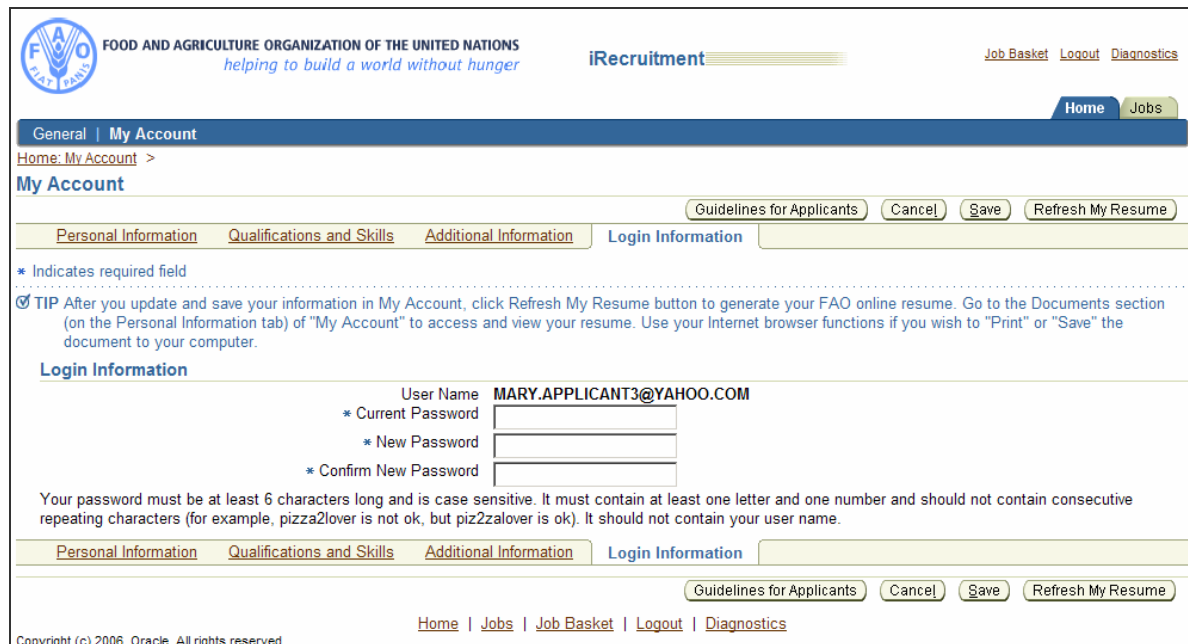
Indicate your preference for the field **"Allow my online profile to be searched by FAO"**.

Note: If this box is ticked authorized FAO staff will be able to view your online profile when searching for candidates for vacancies or for rosters.
If this box is not ticked, your online profile will be visible only to the hiring managers of the vacancies to which you apply.

3. Click the **Save** button and proceed to the Login Information tab.

3.4 Login Information

This tab allows you to reset your password. Update the relevant fields and click the **Save** button.



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My Account

Guidelines for Applicants Cancel Save Refresh My Resume

Personal Information Qualifications and Skills Additional Information Login Information

* Indicates required field

TIP After you update and save your information in My Account, click Refresh My Resume button to generate your FAO online resume. Go to the Documents section (on the Personal Information tab) of "My Account" to access and view your resume. Use your Internet browser functions if you wish to "Print" or "Save" the document to your computer.

Login Information

User Name MARY.APPLICANT3@YAHOO.COM

* Current Password

* New Password

* Confirm New Password

Your password must be at least 6 characters long and is case sensitive. It must contain at least one letter and one number and should not contain consecutive repeating characters (for example, pizza2lover is not ok, but piz2zalover is ok). It should not contain your user name.

Personal Information Qualifications and Skills Additional Information Login Information

Guidelines for Applicants Cancel Save Refresh My Resume

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4. Personal Profile Form (PPF) and Guidelines

4.1 Create/Update PPF

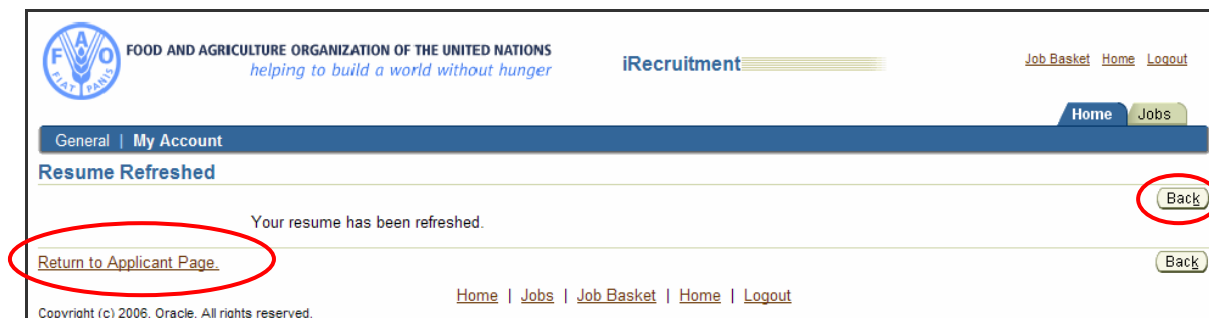
The Personal Profile form (PPF) is a system generated resume that is created when you first click the **Refresh My Resume** button available at the top and bottom sections of every page of your account. A copy of your PPF will be added to your Documents section.

The PPF will display the information that you have entered and saved in any section of "My Account", i.e. Personal Information, Qualifications and Skills and Additional Information.

It is important, therefore, that you remember to **update your PPF** by clicking the **Refresh My Resume** button after you have updated and saved new information in your account.

4.2 View PPF

Upon clicking the **Refresh My Resume** button the following screen will be displayed. Click the **Back** button or the link [Return to Applicant Page](#) to return to your account.



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Resume Refreshed

Your resume has been refreshed.

Return to Applicant Page.

Back

Home | Jobs | Job Basket | Home | Logout

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Go to the **Personal Information** page and scroll down to the **Documents** section. A copy of your updated PPF will be displayed.

1. To view the PPF, click on the File Name link. A message prompt for File Download will ask if you would like to open or save the file.

Documents

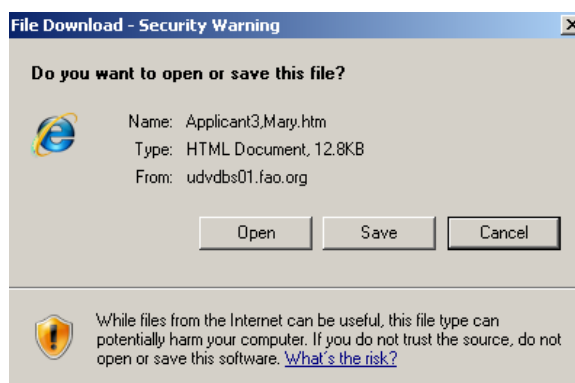
TIP Please click "Add Another Document" button to upload supporting documents (e.g., cover letter, personal CV, additional skills, list of publications, references). For publications please provide Title, Publication Date, Journal/Publisher, but **DO NOT ATTACH** the individual publications.

To **CREATE** or **REFRESH** your FAO system generated resume after you enter and save your information, please click "Refresh My Resume" button. Click the filename to open or save a printable copy - from your resume please use the "Back" button in your browser to return to iRecruitment once you have finished printing.

File Name	File Type	Upload Date	Description	Delete
Applicant3.Mary.htm	System Generated Resume	11-Mar-2011	FAO Personal Profile Form (PPF)	

[Add Another Document](#)
[Print PPF](#)
[Refresh My Resume](#)

2. Choose Open to display your PPF.



PPF (partial view)

PERSONAL PROFILE FORM			
PERSONAL DETAILS			
Family Name (surname)	First Name	Middle Name	Maiden Name
APPLICANT3	MARY		
FAO EMPLOYEES		FAO Nationality:	
Index Number:		Name of Supervisor:	
Title, Grade, Service (Contractors: Role on Assignment):		Type of Contract:	
Appointment NTE Date:		EOD Date:	
Gender: Female	Marital Status: Single		
Date of Birth: 12-FEB-1969	Country of Birth: Italy		
1st Nationality: Italy	2nd Nationality:	3rd Nationality:	
If you have applied for a new nationality indicate nationality/date requested:			
PERMANENT RESIDENCE			
Country:			
MAILING ADDRESS			
City: Milan	Country: Italy	Postal Code: 02100	Telephone:
Address:	Via Mazzini 3		
E-mail:	mary.applicant3@yahoo.com		

3. If you wish to generate a printable form, click the [Print PPF](#) button.

Documents

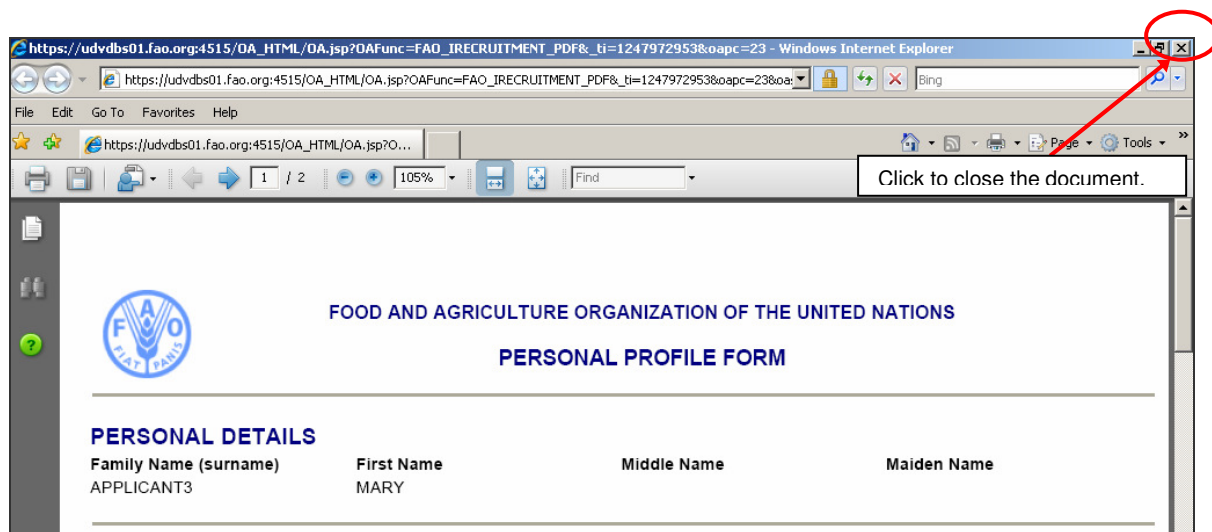
TIP Please click "Add Another Document" button to upload supporting documents (e.g., cover letter, personal CV, additional skills, list of publications, references). For publications please provide Title, Publication Date, Journal/Publisher, but **DO NOT ATTACH** the individual publications.

To **CREATE** or **REFRESH** your FAO system generated resume after you enter and save your information, please click "Refresh My Resume" button. Click the filename to open or save a printable copy - from your resume please use the "Back" button in your browser to return to iRecruitment once you have finished printing.

File Name	File Type	Upload Date	Description	Delete
Wonderland.Alice.htm	System Generated Resume	14-Dec-2009	FAO Personal Profile Form (PPF)	

[Add Another Document](#)
[Print PPF](#)
[Refresh My Resume](#)

4. The printable form will be displayed. Use your Internet browser functions to save or print it. To return to your account close the document.



4.3 Guidelines

There are guidelines available for applicants on the iRecruitment site. You can access these from any section of your iRecruitment account by clicking the [Guidelines for Applicants](#) button.

5. Search for Vacancies and Apply

5.1 Search for Vacancies

Once you have completed all required information under “My Account” you can search and apply for a Vacancy.

1. Click the **Jobs** tab on your iRecruitment Home page.

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Home **Jobs**

General | My Account

Welcome to our Job Site APPLICANT3, MARY

Notifications
Your five most recent notifications are listed below. Click the subject to respond. Choose the Full List button to see all your notifications. (Full List)

From	Subject	Sent
No results found.		

Jobs Applied For
Below is a list of the jobs for which you have applied. Select Full List to see the complete list of Job Applications. (Full List)

Name	Job Title	Organization	Location	Status	Application Details
No results found.					

2. The **Available Jobs** screen will be displayed. To view all available vacancies hold down the **Ctrl** key and click on all values for City Location. Then click the **Search** button.

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Home **Jobs**

Available Jobs | Jobs Applied For

Jobs: Available Jobs

Save Search Guidelines to Applicants

Search
In order to find a job quickly, enter at least one of the following criteria: City Location (for example, FAO Headquarters is Rome, IT), or Professional Area (e.g. Nutrition) and click Search to begin. To display the full list of jobs, hold down the CTRL or SHIFT keys and click on all City Locations, then click Search. To begin a new search click on the Clear button below. View Saved Searches

Keywords
(example: Marketing Java DBA)

Date Posted

City Location
ACCRA, GH
BANGKOK, TH
ROME, IT
SANTIAGO, CL
Various Locations

Professional Area
AGRICULTURAL POLICY
AGRICULTURAL RESEARCH AND EXTENSION
AGRICULTURAL SUPPORT SYSTEMS
AGRICULTURAL TRADE
ANIMAL HEALTH
ANIMAL PRODUCTION
AQUACULTURE
ARTISANS

* Vacancy type

To display all Vacancy Types enter % sign and click on the torch icon. To display values in one category enter a value followed by % sign (e.g. professional%) and click on the torch icon.

Search Clear

To apply for a specific job, you must have an existing FAO iRecruitment account.
If you have an account, you may search for available jobs and add those of interest to your Job Basket by ticking the check-box next to the vacancies and clicking Add to Basket button.
If you do not have a FAO iRecruitment account, you can register by clicking on the Home tab and pressing the Register Today button.

Select Name	Job Title	Organization Name	Professional Area	Location	Deadline for Applications	Apply Now
No search conducted.						

Save Search Guidelines to Applicants

Home | Jobs | Job Basket | Logout | Diagnostics

3. If you wish to restrict your search, choose other parameters such as Professional Area or Date Posted and click the **Search** button. A list of available vacancies matching your selection will be displayed. vacancies will be displayed.

4. Before starting a new search, click the **Clear** button.
5. If you wish to re-order records within a column, click on the green headers.
6. If you wish to display more vacancies, click the link [Next 10](#).

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Home Jobs

Available Jobs | Jobs Applied For

Jobs: Available Jobs

Save Search Guidelines to Applicants

Search

In order to find a job quickly, enter at least one of the following criteria: City Location (for example, FAO Headquarters is Rome, IT), or Professional Area (e.g. Nutrition) and click Search to begin. To display the full list of jobs, hold down the CTRL or SHIFT keys and click on all City Locations, then click Search. To begin a new search click on the Clear button below.

Keywords

Date Posted

City Location

Professional Area

* Vacancy type

To display all Vacancy Types enter % sign and click on the torch icon. To display values in one category enter a value followed by % sign (e.g. professional%) and click on the torch icon.

Search Clear

To apply for a specific job, you must have an existing FAO iRecruitment account. If you have an account, you may search for available jobs and add those of interest to your Job Basket by ticking the check-box next to the vacancies and clicking Add to Basket button. If you do not have a FAO iRecruitment account, you can register by clicking on the Home tab and pressing the Register Today button.

Select Jobs: Previous 1-10 **Next 10**

Select All | Select None

Select	Name	Job Title	Organization Name	Professional Area	Location	Deadline for Applications	Apply Now
<input type="checkbox"/>	IRC2095	Economist (Commodities), P-3 (0089761)	Trade and Markets Division, EST	ECONOMICS	ROME, IT	31-Dec-2011	
<input type="checkbox"/>	IRC2095	Economist (Global Perspectives), P-3 (0725552)	Agricultural Development Economics Division, ESA	ECONOMICS	ROME, IT	31-Dec-2011	

5.2 Apply for a Vacancy

1. To apply for a vacancy (see previous screenshot) either select the vacancy and click the relevant **Apply Now** icon for the relevant vacancy, or click the file name ([IRCxxxx](#)) to display the vacancy details and then the available **Apply Now** button, as shown below.

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Home Jobs

Available Jobs | Jobs Applied For

Jobs: Available Jobs >

Job: IRC2095

Add To Basket Refer **Apply Now**

Description

Title, Grade (Position No) Economist (Commodities), P-3 (0089761)

Location ROME, IT

Organizational Unit Trade and Markets Division, EST

Deadline for Applications 31-Dec-2011

Duration Fixed-term: 3 years

Notes

Department Description Economic and Social Development Department, ES

To apply for a vacancy there are three steps to follow: Review Account, Additional Information and Submit Application

Review Account

You may review your account details and also update any required information. Use the brown links provided at the top of the screen to move quickly to the different sections of this page.

Once you have reviewed your details, click the **Next** button.

Review Account screen (only partial display)

Application: Review Account IRC2052

As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application. [Cancel](#) [Step 1 of 3: Review Account](#) [Next](#)

* Indicates required field

Basic Details

Please enter your personal information.

* Family Name

First Name

Middle Name

Maiden Name

Email Address

Birth Date

Gender

Country of Birth

Present Nationality#1

Permanent Residence: Country

I certify that all information provided by me is true and complete

Certification Date

Additional Information

Please enter the required information for **References** and **How Did You Hear About us**.

Application: Other Info IRC2052

* Indicates required field [Cancel](#) [Back](#) [Step 2 of 3: Additional Information](#) [Next](#)

References

Please note that in evaluating your candidature, FAO reserves the right to approach your previous employer(s) for references. It is not our policy to approach your present employer at the evaluation stage without your express consent.

Do you consent to our making enquiries to your present employer?

Please note, however, that before any offer of appointment is made to you, FAO will contact both your present and previous employers for work references.

How Did You Hear About Us

Job Posting Source

Source Name

Employment by the Organization may require assignment and travel to any area worldwide. Final appointment will be therefore subject to a medical examination.

[Cancel](#) [Back](#) [Step 2 of 3: Additional Information](#) [Next](#)

[Home](#) | [Jobs](#) | [Job Basket](#) | [Logout](#) | [Diagnostics](#)

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Submit Application

Click the **Finish** button to submit your application.

A confirmation that you have submitted your application will be displayed on top of the screen. Please note that you will not receive an email notification of your application.

Changes can be made to your online profile at any time. However, when you make a change it will be visible to the hiring managers for all positions for which you have applied.

If you apply for more than one position, you can upload specific cover letters in your **Documents** section, highlighting your specific skills, experience or motivation for the post. Please indicate on the title of the document the number of the vacancy announcement to which it refers.

This completes your application. Click the **Home** tab to return to your iRecruitment Home page. The section **Jobs Applied For** will display your application as shown below.

Name	Job Title	Organization	Location	Status	Application Details
IRC2052	ADMINISTRATIVE CLERK, G.4 (1008404)	FIRMD	ROME.IT	Application Received	

5.3 Job Basket

There is a functionality in iRecruitment which allows you to select one or a number of vacancies and apply later called “Job Basket”.

1. Click the **Jobs** tab on your iRecruitment Home page to search for vacancies (see **Section 5.1**).
2. Enter your selection parameters and click the **Search** button. The list of available vacancies matching your selection will be displayed.
3. Tick the checkbox next to the jobs you are interested in and click the **Add To Basket** button.

Select Jobs: **Add To Basket**

Select All | Select None

Select	Name	Job Title	Organization Name	Professional Area	Location	Deadline for Applications	Apply Now
<input type="checkbox"/>	IRC2095	Economist (Commodities), P-3 (0089761)	Trade and Markets Division, EST	ECONOMICS	ROME,IT	31-Dec-2011	
<input type="checkbox"/>	IRC2093	Economist (Global Perspectives), P-3 (0725552)	Agricultural Development Economics Division, ESA	ECONOMICS	ROME,IT	31-Dec-2011	
<input checked="" type="checkbox"/>	IRC2005	Human Resources Officer (Organizational Design), P-4. (0037338)	Organizational Design (CSHE)	HUMAN RESOURCES	ROME,IT	23-Mar-2010	
<input type="checkbox"/>	IRC2086	HR Officer, P-2, (Unidentified)	Recruitment and Staffing Branch - CSHR	HUMAN RESOURCES	ROME,IT		
<input type="checkbox"/>	IRC2092	Human Resources Officer (Organizational Design), P-4. (0037338)	Organizational Design (CSHE)	HUMAN RESOURCES	ROME,IT	31-Dec-2011	
<input checked="" type="checkbox"/>	IRC2026	Nutrition Officer (Assessment and Requirements, P-4. (0101974)	Nutrition Assessment and Planning Service (AGNA)	NUTRITION AND CONSUMER PROTECTION	ROME,IT	31-Dec-2009	
<input type="checkbox"/>	IRC2089	Senior Statistician (Food security and social statistics), P-5 (0094242)	Statistics Division, ESS	STATISTICS	ROME,IT	31-Dec-2011	

A message will confirm that the selected jobs have been added to your job basket.

Confirmation
 The selected jobs are now in your basket.

4. Click the **Job Basket** links at the top or bottom of the screen to view your Job Basket. Then select your vacancy and click the **Apply Now** icon to start the application process (see **section 5.3**).

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[Home](#) [Jobs](#)

Job Basket
 Click the Apply Now icon to apply for any of these jobs. To remove a job from your Job Basket, select it using the check box, and click the Remove from Basket button.
 TIP Once you apply for a job, that job will no longer appear in your Job Basket. To view your job applications, select the Jobs Applied For page.

Select Jobs: [Remove From Basket](#)

Select All | Select None

Select	Name	Job Title	Professional Area	Location	Apply Now
<input type="checkbox"/>	IRC2005	Human Resources Officer (Organizational Design), P-4. (0037338)	HUMAN RESOURCES	ROME,IT	
<input checked="" type="checkbox"/>	IRC2026	Nutrition Officer (Assessment and Requirements, P-4. (0101974)	NUTRITION AND CONSUMER PROTECTION	ROME,IT	
<input type="checkbox"/>	IRC2093	Economist (Global Perspectives), P-3 (0725552)	ECONOMICS	ROME,IT	

[Home](#) | [Jobs](#) | [Job Basket](#) | [Logout](#) | [Diagnostics](#)

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If you need help, or have queries, please contact: iRecruitment@fao.org