



RECRUITMENT AS A UNV VOLUNTEER

HOW TO REGISTER IN THE DATABASE OF CANDIDATES

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

THE UNV DATABASE OF CANDIDATES

UNV volunteers support sustainable human development globally in key areas such as poverty reduction, democratic governance, crisis prevention and recovery, energy, the environment and health. Organizations requesting the services of a UNV volunteer prepare Terms of Reference (TOR) which describe the tasks to be performed by the UNV volunteer and the skills and competencies required for the assignment.

Based on the TOR, UNV searches its database of candidates for profiles matching the requirements listed therein. Therefore, the first step to be considered as a UNV volunteer is to register your profile in our database of candidates.

Regardless of the requirements listed in the TOR, we expect all candidates to fulfill the following criteria:

Values and commitment

- Strong commitment to the values and principles of volunteerism;
- Ability to work in a multi-cultural environment;
- Ability to adjust to difficult living conditions;
- Strong interpersonal and organizational skills;
- Prior volunteering and/or working experience in a developing country is an asset.

Qualifications

- A university degree or higher technical diploma;
- Several years of relevant working experience;
- At least age 25 when taking up an assignment (there is no upper age limit);
- Good working knowledge in at least one of the three UNV working languages: English, French and Spanish.



REGISTRATION PROCESS

Should you wish to register your profile in the UNV database of candidates, please visit our website <http://www.unv.org/how-to-volunteer.html> and complete our web-based registration form.

Before you start

- Have in mind that the details you provide in our web-based registration form are the key source of information for UNV when identifying suitable candidates for volunteer assignments.
- You may copy and paste information of your electronic CV into the form, but you can neither upload nor send it by email.
- Please make sure you enter all relevant information in each section listed on the menu and click on the 'Save' button at the end of each page.

How it works

The registration process consists of two parts:

- Part 1: You complete a short questionnaire. Upon submission, you will automatically receive a message asking you to confirm that you own the email address provided. The only way to do so is by clicking on the link included in the "Confirmation required" email.
- Part 2: If you have the necessary professional qualifications (see overleaf) and successfully confirmed your email address, you will receive a second message with a login and password allowing you to access the full UNV registration form and to enter detailed information regarding your skills, education and experience

Submission: Once you have filled in all required fields click on the "Submit" button to add your profile to the UNV database of candidates. Shortly after, you will receive an email message with your registration number and other practical information.

UPDATING YOUR PROFILE

Once you have completed the registration process, you can confirm your availability and update your contact details, professional experience and educational qualifications through "MyProfile" which is available at <http://myprofile.unv.org> .

FURTHER INFORMATION

To know more about the UNV programme and the registration process, we strongly recommend you visit the **Frequently Asked Questions** section on our website at <http://www.unv.org/about-us/faqs.html> .